



**Homeland  
Security**

*Privacy Office, Mail Stop 0655*

October 2, 2019

**SENT BY ELECTRONIC MAIL TO: [foia@americanoversight.org](mailto:foia@americanoversight.org)**

Austin R. Evers  
Executive Director  
1030 15th Street, NW  
Suite B255  
Washington, DC 20005

**Re: 2019-HQFO-00293**

Dear Mr. Evers:

This is the electronic final response to your Freedom of Information Act (FOIA) request to the Department of Homeland Security (DHS), dated January 18, 2019, and received by this office on January 22, 2019. You are seeking:

- 1) Records sufficient to identify all employees who entered into a position at the agency as “political appointees” since 11/28/2017 and the title or position of each employee (to the extent that such individuals have held multiple titles or positions since 11/28/2017, identify each title or position); including any employee in a PAS position, a presidentially-appointed position, a non-career SES position, a Schedule C position, or any administratively-determined position to be a “political appointee.”;
- 2) Records sufficient to identify all career employees who have been detailed into a leadership office or component front office since the 11/28/2017; the title or position of each employee while on detail; and each employee’s originating agency or component, and prior title;
- 3) For each individual identified in response to requests 1 to 2: a. The resume provided by the individual to the agency in connection with determining the appropriate salary for the individual, or, if that is not available, a recent resume contained within the agency’s records. b. Any conflicts or ethics waivers or authorizations for the individual, including authorizations pursuant to 5 C.F.R. § 2635.502. c. Records reflecting any recusal determination made or issued for the individual. d. Copies of any SF-50 forms for the individual reflecting any change in position or title, including when the employee enters or leaves a position;
- 4) For all employees who entered into a position at the agency as “political appointees” prior to the 11/28/2017, and all career employees who have been detailed into a leadership office or component front office prior to 11/28/2017: a. Any resume provided by the individual to the

agency after 11/28/2017. b. Any conflicts or ethics waivers or authorizations for the individual created after the 11/28/2017, including authorizations pursuant to 5 C.F.R. § 2635.502. c. Records reflecting any recusal determination made or issued for the individual after the 11/28/2017. d. Copies of any SF-50 forms for the individual reflecting any change in position or title, including when the employee enters or leaves a position, created after 11/28/2017.

To provide you with the greatest degree of access authorized by law, we have considered your request under both FOIA, 5 U.S.C. § 552, and the Privacy Act, 5 U.S.C. § 552a. Information about an individual that is maintained in a Privacy Act system of records may be accessed by that individual<sup>1</sup> unless the agency has exempted the system of records from the access provisions of the Privacy Act.<sup>2</sup> However, I determined that none of the withheld information is maintained in a system of records that is retrievable by your name or other personal identifier. Therefore, the information you requested was processed under FOIA.

A search of the Office of the Chief Human Capital Officer (OCHCO) for documents responsive to your request produced a total of 79 pages. Of those pages, I have determined that 5 pages of the records are releasable in their entirety, and 74 pages are partially releasable, pursuant to Title 5 U.S.C. § (b)(6), FOIA Exemptions 6.

**FOIA Exemption 6** exempts from disclosure personnel or medical files and similar files the release of which would cause a clearly unwarranted invasion of personal privacy. This requires a balancing of the public's right to disclosure against the individual's right to privacy. The types of documents and/or information that we have withheld may consist of social security numbers, home addresses, dates of birth, or various other documents and/or information belonging to a third party that are considered personal. The privacy interests of the individuals in the records you have requested outweigh any minimal public interest in disclosure of the information. Any private interest you may have in that information does not factor into the aforementioned balancing test.

Please be advised that the Office of General Counsel searched for conflicts or ethics waivers or authorizations and did not locate responsive records.

You have a right to appeal the above withholding determination. Should you wish to do so, you must send your appeal and a copy of this letter, within 90 days of the date of this letter, to: Privacy Office, Attn: FOIA Appeals, U.S. Department of Homeland Security, 245 Murray Lane, SW, Mail Stop 0655, Washington, D.C. 20528-0655, following the procedures outlined in the DHS FOIA regulations at 6 C.F.R. Part 5 § 5.8. Your envelope and letter should be marked "FOIA Appeal." Copies of the FOIA and DHS FOIA regulations are available at [www.dhs.gov/foia](http://www.dhs.gov/foia).

Additionally, you have a right to seek dispute resolution services from the Office of Government Information Services (OGIS) which mediates disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. If you are requesting access to your own records (which is considered a Privacy Act request), you should know that OGIS does not have

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<sup>1</sup> 5 U.S.C. § 552a(d)(1).

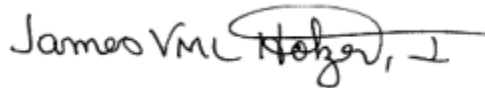
<sup>2</sup> 5 U.S.C. §§ 552a(d)(5), (j), and (k).

the authority to handle requests made under the Privacy Act of 1974. You may contact OGIS as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

Provisions of FOIA and Privacy Act allow DHS to charge for processing fees, up to \$25, unless you seek a waiver of fees. In this instance, because the cost is below the \$25 minimum, there is no charge.

If you need any further assistance or would like to discuss any aspect of your request, please contact the analyst below who processed your request and refer to **2019-HQFO-00293**. You may send an e-mail to [foia@hq.dhs.gov](mailto:foia@hq.dhs.gov), call 202-343-1743 or toll free 1-866-431-0486, or you may contact our FOIA Public Liaison in the same manner.

Sincerely,

A handwritten signature in black ink that reads "James VML Holzer, J." The signature is written in a cursive style with a large, stylized "H" and a final flourish.

James Holzer  
Deputy Chief FOIA Officer

Enclosure(s): Records (79 pages)

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)

TAYLOR, MOLES E

2. Social Security Number

(b)(6)

3. Date of Birth

(b)(6)

4. Effective Date

05/14/17

### FIRST ACTION

5-A. Code  
570

5 B. Nature of Action  
CONV TO EXC APPT

5 C. Code  
Y7M

5 D. Legal Authority  
SC11C 213 3311

5 E. Code

5 F. Legal Authority

### SECOND ACTION

6 A. Code

6 B. Nature of Action

6 C. Code

6 D. Legal Authority

6 E. Code

6 F. Legal Authority

7. FROM: Position Title and Number  
ADVISOR  
90686829 065530

15. TO: Position Title and Number  
COUNSELOR  
90758556 066128

8. Pay Plan 9. Occ. Code 10. Grade or Level 11. Step or Rate 12. Total Salary 13. Pay Basis

12A. Basic Pay 12B. Locality Adj. 12C. Adj. Basic Pay 12D. Other Pay

.00 .00

14. Name and Location of Position's Organization  
IMMEDIATE OFFICE OF THE SECRETARY  
OSEM  
Imm Off of the Dep Sec

16. Pay Plan 17. Occ. Code 18. Grade or Level 19. Step or Rate 20. Total Salary/Award 21. Pay Basis

GS 0301 15 05 149,337.00 PA

20A. Basic Pay 20B. Locality Adj. 20C. Adj. Basic Pay 20D. Other Pay

117,496.00 31,841.00 149,337.00 .00

22. Name and Location of Position's Organization  
IMMEDIATE OFFICE OF THE SECRETARY  
OSEM  
Imm Off of the Sec

HS OS0101000000000000 PP 10 2017

### EMPLOYEE DATA

23. Veterans Preference

1 - None 2 - 5 Point 3 - 10 Point/Disability 4 - 10 Point/Compensable 5 - 10 Point/Other 6 - 10 Point/Compensable/10%

1

24. Tenure

0 - None 1 - Permanent 2 - Conditional 3 - Indefinite

3

25. Agency Use

26. Veterans Preference for RIF

YES X NO

27. FEGLI  
C0 BASIC

28. Annuitant Indicator  
9 NOT APPLICABLE

29. Pay Rate Determinant  
0 NOT APPLICABLE

30. Retirement Plan  
KF FERS (FRAE)

31. Service Comp. Date (Leave)  
08/25/10

32. Work Schedule  
F FULL TIME

33. Part-Time Hours Per  
Biweekly  
Pay Period

### POSITION DATA

34. Position Occupied

1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved

2

35. FLSA Category  
E - Exempt  
N - Nonexempt  
E

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code  
11-0010-001

39. Duty Station (City County State or Overseas Location)  
WASHINGTON DIST OF COLUMBIA DC

40. Agency Data 41. 42. 43. 44.

### 45. Remarks

CREDITABLE MILITARY SERVICE: NONE  
PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED  
EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE  
POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND.

46. Employing Department or Agency  
HOMELAND SECURITY

50. Signature/Authentication and Title of Approving Official  
ELECTRONICALLY SIGNED BY: CELISA M. STEPHENS

47. Agency Code 48. Personnel Office ID 49. Approval Date

HS OS 5500 06/01/17

EXECUTIVE DIRECTOR, HRMS



## PROFESSIONAL EXPERIENCE

### **AMERICAN ENTERPRISE INSTITUTE**, *External Affairs Associate*, Washington, D.C., July 2016-Present

- Establish and maintain strategic relationships with state and local governments, private companies, and think tanks across the country
- Organize meetings between AEI scholars and key external stakeholders, including governors, and prepare briefing materials
- Develop and implement strategies relating to AEI's participation in external events, including CPAC and State Policy Network's Annual Meeting
- Design and execute strategies to promote AEI scholars' research as well as events in D.C. and across the country
- Compose and send the bi-monthly *Free Enterprise 360 Report*, which reaches thousands of recipients
- Maintain organizational metrics tracking product distribution, scholar engagements, and key relationships
- Responsible for interviewing, selecting, and managing department interns

### **THE LAURA INGRAHAM SHOW**, *Associate Producer*, Washington, D.C., June 2015-July 2016

- Prepared daily briefing materials on a range of policy issues including immigration, education, trade, and foreign policy
- Corresponded directly with policy experts and other guests, often speaking extensively to deepen policy knowledge
- Briefed the host on segments, providing extensive policy background and analytical interview questions
- Composed and blasted press releases highlighting breaking news to hundreds of local and national media outlets
- Maintained and updated the show's press list, including media, Congressional contacts, and key state leaders
- Created fact sheets and other internal communications documents
- Published daily blogs on the *Laura Ingraham Show* website and updated all website content
- Responsible for promoting, hiring, and overseeing the Ingraham intern program

### **HERITAGE FOUNDATION**, *Young Leaders Program Intern*, Washington, D.C., Summer 2014

- Selected and summarized articles for the weekly newsletter, which reaches over 6,000 student leaders across the nation
- Represented Heritage at conferences, including Young Americans for Liberty and Young America's Foundation, promoting Heritage and their Young Leaders Program
- Published on the Daily Signal, Heritage's blog, and MyHeritage, an online resource for Heritage Foundation members, on an array of topics from policy to Heritage events
- Strengthened understanding of conservative values through First Principles seminars and policy briefings

### **CENTER FOR IMMIGRATION STUDIES**, *Research Intern*, Washington, D.C., Summer 2013

- Researched and analyzed several immigration policy issues: illegal employment and worksite enforcement, local and state law enforcement's role in immigration enforcement, and mass immigration's impact on the countries of origin
- Published on the CIS blog, "*Unethical Amnesty*", and in the *Nashville Scene*, "*CIS: Nashville*"

### **AMERICAN LEGISLATIVE EXCHANGE COUNCIL**, *Communications Intern*, Washington, D.C., Summer 2012

- Served as primary contact for exhibitors at Annual Meeting and project liaison for exhibit contractors
- Attended task force meetings, developing a deeper understanding of the public-private sector relationship

## CONFERENCES/SCHOLARSHIPS

### **WESTERN WOMEN'S SUMMIT**, *Clare Boothe Luce Policy Institute*, Santa Barbara, CA, September 2014

### **STUDENT CONFERENCE ON U.S. AFFAIRS**, *United States Military Academy*, West Point, NY, November 2014

## EDUCATION

Sewanee: University of the South (Sewanee, TN); Bachelor of Arts, English/Political Science (b)(6)

Order of the Gownsmen, University Honor Society, Inducted 2013; Order of Omega, Greek Honor Society, (b)(6)

*Leadership*: Sewanee Model United Nations, Founder & President; Sewanee College Republicans, President;

Sewanee Students for Life, Founder & President

## References

(b)(6)

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>TELFORD, KATHERINE M</b>				2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>10/16/17</b>			
<b>FIRST ACTION</b>				<b>SECOND ACTION</b>							
5-A. Code <b>170</b>		5-B. Nature of Action <b>EXC APPT</b>		6-A. Code		6-B. Nature of Action					
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3311</b>		6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number				15. TO: Position Title and Number <b>BUSINESS LIAISON 90838869 067138</b>							
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis	
<b>GS</b>		<b>0301</b>		<b>09</b>		<b>01</b>		<b>54,972.00</b>		<b>PA</b>	
12A. Basic Pay		12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>43,251.00</b>		20B. Locality Adj. <b>11,721.00</b>	
								20C. Adj. Basic Pay <b>54,972.00</b>		20D. Other Pay <b>.00</b>	
14. Name and Location of Position's Organization				22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM PARTNERSHIP AND ENGAGEMENT  HS OS0116000000000000 PP 21 2017</b>							
<b>EMPLOYEE DATA</b>											
23. Veterans Preference <b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%				24. Tenure <b>3</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF <b>YES X NO</b>			
27. FEGLI <b>B0 WAIVED</b>				28. Annuitant Indicator <b>9 NOT APPLICABLE</b>				29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>			
30. Retirement Plan <b>KF FERS (FRAE)</b>				31. Service Comp. Date (Leave) <b>10/16/17</b>		32. Work Schedule <b>F FULL TIME</b>		33. Part-Time Hours Per Biweekly Pay Period			
<b>POSITION DATA</b>											
34. Position Occupied <b>2</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code		37. Bargaining Unit Status <b>8888</b>			
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>							
40. Agency Data		41.		42.		43.		44.			
45. Remarks APPOINTMENT AFFIDAVIT EXECUTED 10/16/2017. PREVIOUS RETIREMENT COVERAGE: NONE. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. FEDERAL EMPLOYEES' HEALTH BENEFITS (FEHB): YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ENROLL. SEND YOUR COMPLETED SF-2809 TO TO COMPARE PLANS AND GET MORE INFORMATION, VISIT WWW.OPM.GOV/INSURE FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI): YOU ARE AUTOMATICALLY ENROLLED IN BASIC COVERAGE. YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ELECT OPTIONAL COVERAGE. SEND YOUR COMPLETED SF-2817 TO TO GET MORE INFORMATION AND USE THE FEGLI CALCULATOR, VISIT HTTP://WWW.OPM.GOV/INSURE/LIFE. FLEXIBLE SPENDING ACCOUNT (FSA): YOU HAVE 60 DAYS FROM THE DATE OF HIRE BUT NO LATER THAN OCT 1ST *** REMARKS CONTINUED ON THE NEXT PAGE ***											
46. Employing Department or Agency <b>HOMELAND SECURITY</b>				50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: (b)(6)</b> <b>EXECUTIVE DIRECTOR, HRMS</b>							
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>10/25/17</b>							



## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>TELFORD, KATHERINE M</b>					2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date <b>10/16/17</b>						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
5-A. Code <b>170</b>		5-B. Nature of Action <b>EXC APPT</b>			6-A. Code		6-B. Nature of Action								
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3311</b>			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number					15. TO: Position Title and Number <b>BUSINESS LIASION 90838869 067138</b>										
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis		16. Pay Plan <b>GS</b>	17. Occ. Code <b>0301</b>	18. Grade or Level <b>09</b>	19. Step or Rate <b>01</b>	20. Total Salary/Award <b>54,972.00</b>		21. Pay Basis <b>PA</b>
12A. Basic Pay		12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>43,251.00</b>		20B. Locality Adj. <b>11,721.00</b>		20C. Adj. Basic Pay <b>54,972.00</b>		20D. Other Pay <b>.00</b>	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM PARTNERSHIP AND ENGAGEMENT  HS OS0116000000000000 PP 21 2017</b>										
<b>EMPLOYEE DATA</b>															
23. Veterans Preference <b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%					24. Tenure <b>3</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF <b>YES X NO</b>					
27. FEGLI <b>B0 WAIVED</b>					28. Annuitant Indicator <b>9 NOT APPLICABLE</b>					29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>					
30. Retirement Plan <b>KF FERS (FRAE)</b>				31. Service Comp. Date (Leave) <b>10/16/17</b>		32. Work Schedule <b>F FULL TIME</b>				33. Part-Time Hours Per Biweekly Pay Period					
<b>POSITION DATA</b>															
34. Position Occupied <b>2</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status <b>8888</b>					
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>											
40. Agency Data		41.		42.		43.		44.							
45. Remarks *** REMARKS CONTINUED *** TO ENROLL IN A HEALTH CARE OR DEPENDENT CARE FSA. IF HIRED ON/AFTER OCT 1ST YOU WILL BE ELIGIBLE TO ENROLL DURING THE FSA OPEN SEASON. TO GET MORE INFORMATION AND ENROLL ONLINE, VISIT WWW.FSAFED.COM. ONLINE ENROLLMENT IS MANDATORY. FEDERAL DENTAL AND VISION PROGRAM (FEDVIP): YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ENROLL IN A SUPPLEMENTAL DENTAL AND/OR VISION PLAN. TO GET MORE INFORMATION AND ENROLL ONLINE, VISIT WWW.BENEFEDS.COM ONLINE ENROLLMENT IS MANDATORY. THRIFT SAVINGS PLAN (TSP): YOU ARE ELIGIBLE TO CONTRIBUTE TO TSP. YOU ARE AUTOMATICALLY ENROLLED AT THE RATE OF 3%. TO INCREASE OR DECREASE YOUR CONTRIBUTION AMOUNT, COMPLETE A TSP-1 AND SEND IT TO .FERS EMPLOYEES ONLY: YOU WILL IMMEDIATELY RECEIVE AN AGENCY AUTOMATIC CONTRIBUTION OF 1% OF YOUR PAY AND QUALIFY FOR UP TO 4% *** REMARKS CONTINUED ON THE NEXT PAGE ***															
46. Employing Department or Agency <b>HOMELAND SECURITY</b>					50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: (b)(6)</b> <b>EXECUTIVE DIRECTOR, HRMS</b>										
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>10/25/17</b>											

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) TELFORD, KATHERINE M					2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 10/16/17					
FIRST ACTION					SECOND ACTION									
5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action							
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311			6-C. Code		6-D. Legal Authority							
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority							
7. FROM: Position Title and Number					15. TO: Position Title and Number BUSINESS LIASION 90838869 067138									
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 09	19. Step or Rate 01	20. Total Salary/Award 54,972.00	21. Pay Basis PA	
12A. Basic Pay		12B. Locality Adj. .00	12C. Adj. Basic Pay		12D. Other Pay .00		20A. Basic Pay 43,251.00		20B. Locality Adj. 11,721.00		20C. Adj. Basic Pay 54,972.00		20D. Other Pay .00	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM PARTNERSHIP AND ENGAGEMENT  HS OS0116000000000000 PP 21 2017									
EMPLOYEE DATA														
23. Veterans Preference 1 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%					24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO				
27. FEGLI B0 WAIVED					28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0 NOT APPLICABLE					
30. Retirement Plan KF FERS (FRAE)				31. Service Comp. Date (Leave) 10/16/17		32. Work Schedule F FULL TIME				33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA														
34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888				
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC										
40. Agency Data		41.		42.		43.		44.						
45. Remarks *** REMARKS CONTINUED *** MATCHING. TO GET INFORMATION, VISIT WWW.TSP.GOV/FORMS/TSPBK08.PDF FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP) YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO APPLY FOR COVERAGE USING THE ABBREVIATED UNDERWRITING APPLICATION. TO GET MORE INFORMATION AND APPLY ONLINE, VISIT WWW.LTCFEDS.COM. YOU MAY APPLY ONLINE OR DOWNLOAD AN APPLICATION.														
46. Employing Department or Agency HOMELAND SECURITY					50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: (b)(6) EXECUTIVE DIRECTOR, HRMS									
47. Agency Code HS OS		48. Personnel Office ID 5500		49. Approval Date 10/25/17										

## Eliza C. Thurston

(b)(6)

(b)(6)

(b)(6)

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### EXPERIENCE

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OFFICE OF CONGRESSMAN MARK MEADOWS (NC-11)  
Washington, DC

April 2013 – Present

*Executive Assistant / Scheduler*      40+ hours per week

(July 2014 – Present)

- Direct and synchronize competing schedules and travel arrangements for Congressman, Chief of Staff and policy team, in Washington, DC and nationwide
- Serve as gatekeeper and liaison between Congressman/Chief of Staff and constituents, federal agency representatives and foreign dignitaries
- Facilitate 35+ Washington-based appointments per week, adjusting the schedule hourly to meet shifting priorities
- Orchestrate the office's daily operations and spearheaded office transitions during relocation and senior staff on-boarding
- Supervise 4 front office staff and interns, assigning tasks and responsibilities with clear direction while providing feedback and guidance as needed
- Oversee intern interview process to assess the knowledge, skills, and abilities of potential candidates and make hiring recommendations to the Chief of Staff
- Organized bi-annual diplomatic dinners in conjunction with the Congressman's spouse, coordinating RSVPs and seating charts, while ensuring attention to protocol and etiquette
- Support communications and legislative staff by editing office press releases, constituent outreach, editorials, Congressional Records and weekly newsletter

*Scheduler*      40+ hours per week

(April 2013 – June 2014)

- Coordinated the Congressman's Washington, DC and North Carolina schedules, working with the Legislative Director and District Director to ensure the schedule met the Congressman's personal and political goals
- Restructured the district-based scheduling process by creating a multifaceted tracking system to centralize requests and ensure accurate follow up
- Implemented an average of 220 North Carolina-based appointments per year, facilitating both office meetings as well as proactively requesting and arranging site visits
- Oversaw all travel arrangements by booking over 40 flights, coordinating car service and securing lodging
- Managed the Congressman's official email account, crafting replies on his behalf that represented his voice and position to those engaging with the office
- Coordinate with military liaison offices and private organizations to facilitate the Congressman's participation in 2 - 3 Congressional Overseas Delegation trips per year
- Awarded a \$10,000 raise after one year for exemplary service and demonstrated commitment to streamlining the scheduling process in the office

VOLUNTEER TUTOR, *Horton's Kids*  
Washington, DC      1 - hour per week

Oct. 2015 – Present

- Support the academic, social and personal development of an at-risk student through weekly tutoring
- Facilitate creative, structured ways for my student to achieve excellence in math and reading and coach him in ways to manage his response to outside pressures
- Lead my student in academic exercises designed to increase his retention of key information, improve his spelling and strengthen his ability to retain essential math facts

INAUGURAL VOLUNTEER, *Joint Congressional Committee on Inaugural Ceremonies*  
Washington, DC

January 2017

- Selected to serve as a Platform Seating Volunteer during the 2017 Inaugural ceremonies
- Monitored two seating sections totaling 100+ VIP guests, including the gubernatorial delegation as well as personal guests of the President and Vice President



INTERN COORDINATOR, *Leadership Institute*

Nov. 2011 – April 2013

Arlington, VA 40+ hours per week

- Coordinated all scheduling, speaker dinners, book discussions, expense reporting, budgeting and hiring for \$54,000 intern program
- Exceeded recruitment goals during first two semesters while interviewing and placing 36+ interns per year
- Managed 10–12 interns per semester, cultivating their professional development by fostering an environment of respect and empowering the students to maximize learning opportunities
- Created alumni newsletter, wrote for *Building Leadership*, and frequently relied on to edit Institute publications

SPECIAL EVENTS ASSISTANT, *The Heritage Foundation*

May 2011 – Nov. 2011

Washington, DC 40 hours per week

- Managed RSVP process for nation-wide development events impacting Heritage's 700,000+ members
- Chosen to serve as primary in-office point of contact for 800+ premier-level donors for annual VIP meeting
- Delivered timely, accurate and informed assistance to donors seeking information about event logistics, registration processes or the Foundation's mission
- Gained expertise in The Raiser's Edge while processing member queries submitted via mail, email and phone

INTERN, OFFICE OF THE EXECUTIVE & POLICY, *Family Research Council*

Jan. 2011 – April 2011

Washington, DC 30+ hours per week

- Contributed to conservative scholarship by writing for the Social Conservative Review, editing fellows' publications and researching at the Library of Congress
- Provided research and editing support for *The Best Pro-Life Arguments for Secular Audiences* (Ruse/Schwarzwalder 2011)

MARKET ASSISTANT, *Thierbach Orchards*

June 2010–November 2010

Marthasville, MO 30+ hours per week

- Managed the retail store of one of Central Missouri's largest retail orchards, regularly the sole staff member onsite to facilitate the day-to-day operations
- Enhanced our customers' experience through active listening to provide recommendations on which products would best suit their needs
- Facilitated sales while monitoring inventory, ensuring a well-stocked and organized product display
- Supervised school field trip and tour bus visits, verifying that safety protocols were upheld

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E D U C A T I O N

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B.A. in Political Science; B.A. in French (b)(6)

Grove City College

Grove City, PA

*Magna Cum Laude; Highest Honors in Political Science; High Honors in French*

French Studies (b)(6)

Université de Pau et des Pays de l'Adour

Pau, France

*French language immersion study abroad program, with host family stay*

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V O L U N T E E R I N G & E X T R A C U R R I C U L A R

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*PREP Congressional Staff Association (Member); 2016 NRCC March Dinner (Usher); 2014 National Prayer Breakfast (Usher); 2014 United Nations Foundation Congressional Staff Delegation, Haiti (Invited Participant); 2012 Team Ohio Get Out the Vote (Campaign Volunteer)*

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>THURSTON, ELIZA C</b>				2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>07/17/17</b>			
<b>FIRST ACTION</b>				<b>SECOND ACTION</b>							
5-A. Code <b>170</b>		5-B. Nature of Action <b>EXC APPT</b>		6-A. Code		6-B. Nature of Action					
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3311</b>		6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number				15. TO: Position Title and Number <b>SCHEDULER 90765502 066539</b>							
8. Pay Plan <b>GS</b>		9. Occ. Code <b>0301</b>		18. Grade or Level <b>12</b>		19. Step or Rate <b>01</b>		20. Total Salary/Award <b>79,720.00</b>		21. Pay Basis <b>PA</b>	
12A. Basic Pay		12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>62,722.00</b>		20B. Locality Adj. <b>16,998.00</b>	
								20C. Adj. Basic Pay <b>79,720.00</b>		20D. Other Pay <b>.00</b>	
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<b>EMPLOYEE DATA</b>											
23. Veterans Preference <b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%				24. Tenure <b>3</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF <b>YES X NO</b>			
27. FEGLI <b>C0 BASIC</b>				28. Annuitant Indicator <b>9 NOT APPLICABLE</b>				29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>			
30. Retirement Plan <b>KF FERS (FRAE)</b>				31. Service Comp. Date (Leave) <b>07/17/17</b>		32. Work Schedule <b>F FULL TIME</b>		33. Part-Time Hours Per Biweekly Pay Period			
<b>POSITION DATA</b>											
34. Position Occupied <b>2</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code		37. Bargaining Unit Status <b>8888</b>			
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>							
40. Agency Data		41.		42.		43.		44.			
45. Remarks APPOINTMENT AFFIDAVIT EXECUTED 7/17/17 OPF MAINTAINED BY DSHQ CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: NEVER COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. FEDERAL EMPLOYEES' HEALTH BENEFITS (FEHB): YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ENROLL. SEND YOUR COMPLETED SF-2809 TO <b>(b)(6)</b> TO COMPARE PLANS AND GET MORE INFORMATION, VISIT WWW.OPM.GOV/INSURE FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI): YOU ARE AUTOMATICALLY ENROLLED IN BASIC COVERAGE. YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ELECT OPTIONAL COVERAGE. SEND YOUR COMPLETED SF-2817 TO <b>(b)(6)</b> *** REMARKS CONTINUED ON THE NEXT PAGE ***											
46. Employing Department or Agency <b>HOMELAND SECURITY</b>				50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: <b>(b)(6)</b> EXECUTIVE DIRECTOR, HRMS							
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>07/24/17</b>							

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5-A. Code <b>170</b>		5-B. Nature of Action <b>EXC APPT</b>			6-A. Code		6-B. Nature of Action							
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3311</b>			6-C. Code		6-D. Legal Authority							
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority							
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8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan <b>GS</b>	17. Occ. Code <b>0301</b>	18. Grade or Level <b>12</b>	19. Step or Rate <b>01</b>	20. Total Salary/Award <b>79,720.00</b>	21. Pay Basis <b>PA</b>	
12A. Basic Pay		12B. Locality Adj. <b>.00</b>	12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>62,722.00</b>		20B. Locality Adj. <b>16,998.00</b>		20C. Adj. Basic Pay <b>79,720.00</b>		20D. Other Pay <b>.00</b>	
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27. FEGLI <b>C0 BASIC</b>					28. Annuitant Indicator <b>9 NOT APPLICABLE</b>				29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>					
30. Retirement Plan <b>KF FERS (FRAE)</b>				31. Service Comp. Date (Leave) <b>07/17/17</b>		32. Work Schedule <b>F FULL TIME</b>				33. Part-Time Hours Per Biweekly Pay Period				
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38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>										
40. Agency Data		41.		42.		43.		44.						
45. Remarks *** REMARKS CONTINUED *** TO GET MORE INFORMATION AND USE THE FEGLI CALCULATOR, VISIT HTTP://WWW.OPM.GOV/INSURE/LIFE. FLEXIBLE SPENDING ACCOUNT (FSA): YOU HAVE 60 DAYS FROM THE DATE OF HIRE BUT NO LATER THAN OCT 1ST TO ENROLL IN A HEALTH CARE OR DEPENDENT CARE FSA. IF HIRED ON/AFTER OCT 1ST YOU WILL BE ELIGIBLE TO ENROLL DURING THE FSA OPEN SEASON. TO GET MORE INFORMATION AND ENROLL ONLINE, VISIT WWW.FSAFED.COM. ONLINE ENROLLMENT IS MANDATORY. FEDERAL DENTAL AND VISION PROGRAM (FEDVIP): YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ENROLL IN A SUPPLEMENTAL DENTAL AND/OR VISION PLAN. TO GET MORE INFORMATION AND ENROLL ONLINE, VISIT WWW.BENEFEDS.COM ONLINE ENROLLMENT IS MANDATORY. THRIFT SAVINGS PLAN (TSP): YOU ARE ELIGIBLE TO CONTRIBUTE TO TSP. YOU ARE AUTOMATICALLY *** REMARKS CONTINUED ON THE NEXT PAGE ***														
46. Employing Department or Agency <b>HOMELAND SECURITY</b>					50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: (b)(6)</b> <b>EXECUTIVE DIRECTOR, HRMS</b>									
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45. Remarks *** REMARKS CONTINUED *** ENROLLED AT THE RATE OF 3%. TO INCREASE OR DECREASE YOUR CONTRIBUTION AMOUNT, COMPLETE A TSP-1 AND SEND IT TO <a href="https://fhrnavigator.com/frbweb/logon.do?operation=index&amp;client=dhshq">HTTPS://FHRNAVIGATOR.COM/FRBWEB/LOGON.DO?OPERATION=INDEX&amp;CLIENT=DHSHQ</a> FERS EMPLOYEES ONLY: YOU WILL IMMEDIATELY RECEIVE AN AGENCY AUTOMATIC CONTRIBUTION OF 1% OF YOUR PAY AND QUALIFY FOR UP TO 4% MATCHING. TO GET INFORMATION, VISIT <a href="http://WWW.TSP.GOV/FORMS/TSPBK08.PDF">WWW.TSP.GOV/FORMS/TSPBK08.PDF</a> FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP) YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO APPLY FOR COVERAGE USING THE ABBREVIATED UNDERWRITING APPLICATION. TO GET MORE INFORMATION AND APPLY ONLINE, VISIT <a href="http://WWW.LTCFEDS.COM">WWW.LTCFEDS.COM</a> . YOU MAY APPLY ONLINE OR DOWNLOAD AN APPLICATION.																							
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# LYNDSEY TOEPPEN

(b)(6)

## EXPERIENCE

### U.S. Department of Defense

The Pentagon, Washington DC

*Deputy Director of Travel Operations* | Top Secret Security Clearance

2009 - 2013

- Senior Advance Officer to the Secretary of Defense; Deputy Director of a joint military-civilian team responsible for the planning and execution of global defense summits, bilateral meetings, U.S. military force assessment visits, and battlefield circulation tours.
- Deployed as Secretary of Defense's ambassador to lead diplomatic negotiations with host governments prior to arrival of official delegation; externally represented the strategic goals of the Department of Defense vis-à-vis foreign counterparts.
- Managed 12-person advance teams with budgets exceeding \$500,000 in over 40 countries, including Iraq and Afghanistan.
- Directed collaboration with U.S. military commanders and embassy leadership to synthesize trip objectives, craft nuanced logistical plans, and build mission-specific operational teams; balanced competing stakeholder agendas and led synchronization of priorities.
- Supervised 50-person task forces through the execution of Secretary's 'gameday' itinerary; managed ongoing, iterative situational assessment, rapid information dissemination, and detailed contingency mitigation amidst highly dynamic environments.
- Liaised with intra-agency policy and public affairs offices to ensure coordinated advancement of Secretary's objectives.
- Conducted after-action debriefs and provided post-mission evaluations to improve external systems and processes for future Cabinet-level visits and to capture new scenarios encountered, lessons learned, and resultant best practices for internal team.
- Designed and implemented training protocols to build operational problem-solving capacity of Travel Operations team members; played an integral role in the onboarding, development, and professional growth of incoming civilian and military staff.
- Supervised the functional mission training of junior Advance Officers through exposure to real world scenarios, diplomatic coaching, and personalized feedback to enhance decision-making capabilities and their ability to operate independently.

#### Key Accomplishments:

- Awarded the Department of Defense Distinguished Public Service Award by Secretary Leon Panetta.
- Garnered extensive experience navigating active war zones and demonstrated ability to excel in remote locations under adverse conditions; successfully directed separate SecDef missions to Kabul, Kandahar, Bagram, Argandab, Now Zad, Marjah, and Sangin, Afghanistan; Al Anbar and Baghdad, Iraq; and post-revolution Tripoli, Libya.
- Embedded with operational units across all branches of the U.S. military – Army, Navy, Air Force, and Marines.
- Developed expertise in contingency, operational, and forward planning across multiple variables with respect to high-visibility Department of Defense engagements.
- Acquired firsthand knowledge of military protocol, procedures, force structure, geographic and strategic Combatant Commands.
- Oversaw the SecDef's participation in wide-ranging commitments highlighting nearly every facet of U.S. defense policy – international diplomacy; partnership capacity-building; counter-terrorism; joint training exercises; counter-insurgency; post-conflict reconstruction; humanitarian assistance; show-of-force regional stabilization; and special operations.

### Presidential Inaugural Committee

Washington, DC

*Event Manager*

2008 - 2009

- Appointed to manage the National Prayer Service, the culminating event of the 2009 Presidential Inauguration.
- Led 20-person team through a comprehensive 2-month planning effort of contractual, logistical, and programmatic preparations.
- Directed negotiations between the Presidential Inaugural Committee and National Cathedral; achieved consensus on terms of \$250,000 partnership agreement while negotiating \$94,000 of cost efficiencies into contract and reaching overall budget target.
- Managed all key production elements of event, encapsulating operational plan development, site construction, rehearsals, security requirements, volunteer training; successfully met each scheduled planning benchmark and event preparation deadline.
- Directed cross-agency cooperation and multi-stakeholder logistics planning in conjunction with U.S. Secret Service; managed appropriate information dissemination between participating government entities.
- Oversaw precise execution of a 14-hour operational event timeline while carefully choreographing the movements of hundreds of participants and staffing President Obama and Vice President Biden on their first day in office.

### Obama for America

Chicago, IL

*National Advance Staff* | *Site Manager*

2008

- Led campaign events in 14 key battleground states; organized 30,000-person outdoor rallies, community town halls, and economic roundtables; liaised with Chicago HQ to execute day-to-day political strategy and manage on-the-ground messaging.
- Scouted and surveyed event sites in each assignment location and conducted assessment of logistical requirements; collaborated with campaign state staff to vet options in terms of target demographics, political optics, budget limitations, and desired impact.
- Project managed the design and construction of detailed site layouts under intensively time sensitive scenarios; orchestrated and met exacting 3-4 day project timelines per demands of overarching campaign schedule.

## LYNDSEY TOEPPEN

- Managed procurement processes for all requisite equipment and services; requisitioned competitive bids from production vendors, suppliers, and local labor unions; negotiated facilities use contracts with both private and public hosting organizations.
- Worked in tandem with U.S. Secret Service partners to incorporate functional site security into operational planning; drove toward collaborate resolutions when faced with potential security concerns or logistical impasses.
- Directed teams of 25+ junior staff and volunteers throughout event development, site builds, pre-production rehearsals, and event execution; trained and supervised deputies while delineating clear responsibilities for every team member.
- Entrusted to project manage the only joint campaign appearance of former President Bill Clinton and then-Senator Barack Obama and successfully executed a 35,000-person midnight rally in Kissimmee, Florida on 30 October, 2008.
- Directed the entire contractual process, site build, and event production of the 20,000-person Germantown, Pennsylvania outdoor rally in less than 60 hours during the unprecedented 'Philadelphia Barnstorm' tour.
- Other notable assignments included: the United Kingdom leg of the European campaign tour; Site Lead on the Vice Presidential team during the 2008 Democratic National Convention in Denver; and the second presidential debate in Tennessee.

### Google, Inc.

Mountain View, CA

*Africa Strategy Team Co-founder and New Business Development Associate*

2006–2008

- Jointly established Africa Strategy Team to promote company's commercial objectives in emerging sub-Saharan markets.
- Conducted exploratory research and market-scouting trips to Lagos, Nigeria; Nairobi, Kenya; Kampala, Uganda; and Kigali Rwanda; led fact-finding meetings across the information technology sector in each economic hub to identify opportunities.
- Compiled findings and analysis into data-driven country position papers; formally presented a 10-year sub-Saharan engagement strategy with proposed investments and quarterly goals to Google founders and executive board to secure funding.
- Designed and managed the Google Gadget Competition; led cross-functional team to launch developer challenge across 6 East African countries in 3 months; oversaw engineering, marketing, legal, and PR aspects; monitored and evaluated project indicators.
- Created a comprehensive strategy for university engagement in Africa; subsequently directed tactical education initiatives.
- Co-led formation of \$1.4 million partnership with Grameen Foundation's Technology Center from incubation to signing; co-directed design of rural Africa project plan, wrote term sheet, and engaged multiple stakeholders in negotiation.
- Managed strategic Google Apps software deals in Kenya and Rwanda; developed new implementation and marketing roadmaps for piloting institutions; delivered product presentations and trainings to universities and government ministries.
- Served as the Africa Strategy Team liaison to the Google Foundation to identify potential areas for commercial and non-profit collaboration with a particular focus toward marketable humanitarian assistance ventures.
- Co-managed the official opening of the Google office in Nairobi; spent several weeks on site launching the Google Maps in Africa initiative, overseeing the interview process of more than 100 prospective Googlers and the hiring of the first Kenyan employees.

### Stanford Program on International and Cross-Cultural Education

Palo Alto, CA

*Curriculum Developer*

2005–2006

- Designed, researched, and authored a high school-level unit on global freshwater resources and regional case studies highlighting inequitable access, environmental crises, and the resulting implications for cross-border security and community health.
- Leveraged undergraduate and graduate expertise in the field of environmental science and policy to create a detailed teaching guide, discrete lesson plans, guided discussion activities, and student assignments centered around the world's water resources.

### Stanford University Center for African Studies

Palo Alto, CA

*Program Coordinator*

2004–2005

- Oversaw department's application for federal funding; managed educational data collection and drove critical quantitative analysis.
- Organized and hosted a weekly Africa Table lecture series featuring visiting African academics and invited guest speakers to complement the Center's courses in sub-Saharan history, geopolitics, linguistics, and societal current events on the continent.
- Led community outreach for Center-sponsored events, academic programs, and continuing education opportunities.

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## LEADERSHIP

### Cosmos Education

Lusaka, Zambia; Meru and Nairobi, Kenya

*Fundraising Director (Volunteer)*

2005–2008

- Established new protocols for international non-profit promoting science and technology education in sub-Saharan Africa.
- Selected for the 2005 and 2006 'Under African Skies' teams; partnered with fellow post-graduate academics from select universities in the US, Kenya, South Africa, Uganda, the UK, and Zambia during 2-month teaching campaigns.
- Conceptualized and taught environmental science and engineering modules during school-wide presentations at underserved rural and urban secondary schools; demonstrated scientific concepts through interactive learning and participatory field day activities.



# LYNDSEY TOEPPEN

## Mkombozi Centre for Street Children

Moshi, Tanzania

### Non-Formal Education Program Teacher

2003

- Designed and wrote a comprehensive and interdisciplinary, six-year, 63-unit, experiment-based science curriculum leveraging discovery-based learning to promote critical thinking in a resource-constrained classroom environment.
- Served as the interim teacher for 1<sup>st</sup> and 2<sup>nd</sup> grade class of fifteen non-English-speaking boys; taught reading, writing, and mathematics exclusively in Kiswahili.

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## EDUCATION

### Stanford University

Palo Alto, CA

#### Master of Science – Earth Systems

(b)(6)

- Specialization in sub-Saharan African land management; natural resource-based regional conflict; humanitarian assistance.
- Honors: **Foreign Language and Area Studies Fellow in Kiswahili**  
Competitively selected by panel of professors for merit-based African Studies graduate fellowship and yearlong grant.

#### Bachelor of Science – Earth Systems

(b)(6)

- Interdisciplinary studies in environmental science; sustainable development; macroeconomics, and international public policy.
- Honors: **Oxford University, Stanford Overseas Studies Program** **Oxford, UK**  
Conducted intensive studies in African History and Literature in tutorial with Professor Emeritus Anthony Kirk-Greene.  
**Beagle II Award and Pritzker Summer Research Grant** **Loodoariak, Kenya**  
Initiated and executed a qualitative field research study on girls' formal education in Kenyan Maasailand.

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## SKILLS

- **Operational Project Management** – Eight years of professional experience directing iterative, time-sensitive, and international project implementation. Expertise in skillfully managing teams through each phase of a project lifecycle – initiation; planning; execution; monitoring; completion – while setting and adhering to strict timelines, innovating functional systems and processes, carefully optimizing resources, and maximizing quality output.
- **Task Force and Cross-Functional Team Leadership** – Eight years of formal experience building, training, and supervising diverse, operational teams. Four years of concentrated experience successfully directing civil-military task forces and providing dynamic and supportive leadership within a defense-oriented context. Adept at both collaborative and directive leadership styles in settings ranging from informal and low-key to high-visibility, no-fail scenarios.
- **Logistics Planning** – Four years of expertise identifying emergency contingencies and developing courses of action to mitigate the threats posed by adverse and unforeseen circumstances to an operational plan. Proven capabilities include: assessing risk; establishing decision-making thresholds; enacting contingency courses of action; directing multi-faceted response to emergent variables; and improvising appropriate tactical actions to maintain best-case outcomes and achieve desired goals.
- **International Negotiation and Diplomacy** – Six years of international negotiating expertise across a broad array of foreign environments. Nuanced ability to perceive and decipher cultural norms, adapt communication style, and maintain diplomatic composure amidst tense situations in order to effectively achieve negotiation goals. Four years of experience serving as an official representative of the U.S. Government and key interlocutor vis-à-vis foreign governments.
- **Civil-Military Defense Partnerships and Interagency Cooperation** – Four years of experience working within a joint civilian-military environment for the U.S. Department of Defense and closely partnering with all four branches of the U.S. military Army, Navy, Air Force, and Marines. Ability to develop productive working relationships within the U.S. Government interagency while navigating the unique stakeholdership perspectives and aims of various departments and offices.
- **Group Communication and Facilitation** – Demonstrated expertise in driving collaborative consensus-building processes, soliciting input from stakeholders, and establishing common ground amongst diverse groups as a foundation for problem-solving. Ability to manage conflict mitigation and resolution; experienced as a group trainer and facilitator accustomed to building capacity, promoting the advancement of group goals, and enhancing individual empowerment within a team.

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>TOEPPEN, LYNDSEY</b>				2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>05/05/14</b>					
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>								
5-A. Code <b>170</b>		5-B. Nature of Action <b>EXC APPT</b>			6-A. Code		6-B. Nature of Action						
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3311</b>			6-C. Code		6-D. Legal Authority						
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority						
7. FROM: Position Title and Number					15. TO: Position Title and Number <b>DIRECTOR OF TRIPS AND ADVANCE 90570243 055544</b>								
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan <b>GS</b>	17. Occ. Code <b>0301</b>	18. Grade or Level <b>14</b>	19. Step or Rate <b>01</b>	20. Total Salary/Award <b>106,263.00</b>	21. Pay Basis <b>PA</b>	
12A. Basic Pay		12B. Locality Adj. <b>.00</b>	12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>85,544.00</b>		20B. Locality Adj. <b>20,719.00</b>		20C. Adj. Basic Pay <b>106,263.00</b>		20D. Other Pay <b>.00</b>
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of the Chief of Staff</b>  <b>HS OS0103000000000000 PP 09 2014</b>								
<b>EMPLOYEE DATA</b>													
23. Veterans Preference <b>1</b> 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					24. Tenure <b>3</b> 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF <b>YES X NO</b>				
27. FEGLI <b>B0 WAIVED</b>					28. Annuitant Indicator <b>9 NOT APPLICABLE</b>				29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>				
30. Retirement Plan <b>KF FERS (FRAE)</b>			31. Service Comp. Date (Leave) <b>05/19/10</b>		32. Work Schedule <b>F FULL TIME</b>				33. Part-Time Hours Per Biweekly Pay Period				
<b>POSITION DATA</b>													
34. Position Occupied <b>2</b> 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved			35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status <b>8888</b>				
38. Duty Station Code <b>11-0010-001</b>			39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>										
40. Agency Data		41.		42.		43.		44.					
45. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. APPOINTMENT AFFIDAVIT EXECUTED 5/5/14. FROZEN SERVICE: 00YRS. 00MOS. CREDITABLE MILITARY SERVICE: NONE. PREVIOUS RETIREMENT COVERAGE:PREVIOUSLY COVERED. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS OR FERS-RAE. FEDERAL EMPLOYEES' HEALTH BENEFITS (FEHB): YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ENROLL. SEND YOUR COMPLETED SF-2809 TO TO COMPARE PLANS AND GET MORE INFORMATION, VISIT WWW.OPM.GOV/INSURE FLEXIBLE SPENDING ACCOUNT (FSA): YOU HAVE 60 DAYS FROM THE DATE OF HIRE BUT NO LATER THAN OCT 1ST TO ENROLL IN A HEALTH CARE OR DEPENDENT CARE FSA. IF HIRED ON/AFTER OCT 1ST YOU WILL BE ELIGIBLE TO ENROLL DURING THE FSA OPEN SEASON. TO GET MORE INFORMATION AND ENROLL ONLINE, VISIT *** REMARKS CONTINUED ON THE NEXT PAGE ***													
46. Employing Department or Agency <b>HOMELAND SECURITY</b>					50. Signature/Authentication and Title of Approving Official E/S BY: <b>(b)(6)</b> <b>EXECUTIVE DIRECTOR, HRMS</b>								
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>05/15/14</b>									



## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) TOEPPEN, LYNDSEY				2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 05/05/14				
FIRST ACTION					SECOND ACTION							
5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action					
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311			6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number					15. TO: Position Title and Number DIRECTOR OF TRIPS AND ADVANCE 90570243 055544							
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 14	19. Step or Rate 01	20. Total Salary/Award 106,263.00	21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj. .00	12C. Adj. Basic Pay		12D. Other Pay .00	20A. Basic Pay 85,544.00		20B. Locality Adj. 20,719.00	20C. Adj. Basic Pay 106,263.00		20D. Other Pay .00	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of the Chief of Staff  HS OS0103000000000000 PP 09 2014							
EMPLOYEE DATA												
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES X NO			
27. FEGLI B0 WAIVED					28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0 NOT APPLICABLE			
30. Retirement Plan KF FERS (FRAE)			31. Service Comp. Date (Leave) 05/19/10		32. Work Schedule F FULL TIME			33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA												
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved			35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888			
38. Duty Station Code 11-0010-001			39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC									
40. Agency Data		41.		42.		43.		44.				
45. Remarks *** REMARKS CONTINUED *** WWW.FSAFED.COM. ONLINE ENROLLMENT IS MANDATORY. FEDERAL DENTAL AND VISION PROGRAM (FEDVIP): YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ENROLL IN A SUPPLEMENTAL DENTAL AND/OR VISION PLAN. TO GET MORE INFORMATION AND ENROLL ONLINE, VISIT WWW.BENEFEDS.COM ONLINE ENROLLMENT IS MANDATORY. FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP) YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO APPLY FOR COVERAGE USING THE ABBREVIATED UNDERWRITING APPLICATION. TO GET MORE INFORMATION AND APPLY ONLINE, VISIT WWW.LTCFEDS.COM. YOU MAY APPLY ONLINE OR DOWNLOAD AN APPLICATION. ALL INFORMATION SUBJECT TO VERIFICATION UPON RECEIPT OF THE MERGED RECORDS PERSONNEL FOLDER.												
46. Employing Department or Agency HOMELAND SECURITY					50. Signature/Authentication and Title of Approving Official E/S BY: (b)(6) EXECUTIVE DIRECTOR, HRMS							
47. Agency Code HS OS		48. Personnel Office ID 5500		49. Approval Date 05/15/14								

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) TOEPPEN, LYNDSEY				2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 05/31/15						
FIRST ACTION					SECOND ACTION									
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT			6-A. Code		6-B. Nature of Action							
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311			6-C. Code		6-D. Legal Authority							
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority							
7. FROM: Position Title and Number DIRECTOR OF TRIPS AND ADVANCE 90570243 055544					15. TO: Position Title and Number SENIOR ADVISOR FOR CYBER POLICY 90609436 058856									
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis		16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 14	19. Step or Rate 02	20. Total Salary/Award 110,902.00	21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj. .00	12C. Adj. Basic Pay		12D. Other Pay .00		20A. Basic Pay 89,279.00		20B. Locality Adj. 21,623.00	20C. Adj. Basic Pay 110,902.00		20D. Other Pay .00		
14. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of the Chief of Staff					22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM ASST SEC FOR POLICY  HS OS0112000000000000 PP 11 2015									
EMPLOYEE DATA														
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO				
27. FEGLI B0 WAIVED					28. Annuitant Indicator 9 NOT APPLICABLE					29. Pay Rate Determinant 0 NOT APPLICABLE				
30. Retirement Plan KF FERS (FRAE)				31. Service Comp. Date (Leave) 05/19/10		32. Work Schedule F FULL TIME				33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA														
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888				
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC										
40. Agency Data		41.		42.		43.		44.						
45. Remarks FROZEN SERVICE: 00YRS. 00MOS. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.														
46. Employing Department or Agency HOMELAND SECURITY					50. Signature/Authentication and Title of Approving Official E/S BY: (b)(6) EXECUTIVE DIRECTOR, HRMS									
47. Agency Code HS OS		48. Personnel Office ID 5500		49. Approval Date 06/16/15										

## ISABELLA ULLOA

(b)(6)

### PROFESSIONAL EXPERIENCE

**United States Department of Homeland Security** Washington, DC June 2016 - Present  
*(Acting) Special Assistant to the Chief of Staff, Office of the Secretary; Schedule C Political Appointee*

- Assist the Chief of Staff and Deputy Chief of Staff to Secretary Johnson with the execution of high level priorities to include tracking the Department's international engagements; operations in counterterrorism, aviation security, and border security; initiatives for privacy protections; and responses to congressional inquiries.
- Lead weekly meetings to monitor reports and audits completed by the Office of the Inspector General and Government Accountability Office, and assess subsequent DHS responses; Analyze, improve, and approve daily briefing materials for the Secretary and Deputy Secretary; Co-lead Department-wide preparation efforts for the Secretary's congressional testimonies.

**United States Department of Homeland Security** Washington, DC January 2016 - June 2016  
*Deputy Secretary Briefing Book Coordinator, Office of the Secretary; Schedule C Political Appointee*

- Consulted with senior staff in the Office of the Secretary and subject matter experts across DHS Components to analyze, improve, and produce daily briefing materials for Deputy Secretary Mayorkas.
- Co-led weekly meetings with DHS leadership to identify and resolve obstacles to the efficient production of written products, resulting in significant quality improvements.
- Periodically completed research in support of senior officials' participation in high level meetings and multilateral dialogues under the direction of DHS leadership.

**Center for Strategic and International Studies (CSIS)** Washington, DC September 2015 - December 2015  
*Intern Scholar, Americas Program*

- Analyzed political and socio-economic dynamics primarily in Argentina, Colombia, Cuba and Venezuela to brief the Director of the America's Program on Latin American policy issues from a regional and bilateral standpoint.
- Completed extensive research and drafted official publications, which informed centrist policy recommendations and integrated perspectives from senior officials in the Obama Administration, Congress, and the private sector.

**Office of the State Attorney, 11th Judicial Circuit of Florida** | Miami, FL June 2015 - August 2015  
*Human Trafficking Unit Intern*

- Analyzed depositions and court admissible forensic evidence to prepare the Miami-Dade Chief of Program Development & Public Policy for third degree felony human trafficking trials.
- Collaborated on the creation of a precedent-setting legislative bill that aims to eliminate discovery depositions of child victims, and created multifaceted presentations delivered by senior officials in support of a robust grassroots campaign.

**180 Degrees Consulting** Boston, MA September 2014 - May 2015  
*Team Leader*

- Managed 5 consultants within the world's largest pro-bono university-based consultancy.
- Enabled a non-profit client to achieve profitability for the first time by creating strategies to increase its operating margin by 50% within 5 fiscal years.
- Ensured the client's long-term financial sustainability and vision for future growth by maximizing its potential to capitalize on revenue channels, engage with its donor base, and increase fundraising performance.

### EDUCATION

**Tufts University** Medford, MA

(b)(6)

- Bachelor of Arts in International Relations, International Security Concentration; Entrepreneurial Leadership Minor
- Academic Honors: Dean's List
- Community Involvement: Let's Get Ready (Head Coach); LIFT (Advocate); Bloomberg Institute (Campus Ambassador)

**Universidad Carlos III de Madrid** | Madrid, Spain

(b)(6)

### ADDITIONAL INFORMATION

- **Languages:** Bilingual in English and Spanish
- **Current Community Involvement:** Global Leaders Coordinator at Young Professionals in Foreign Policy (YPFP); Tufts University Alumni Interviewer



## ISABELLA ULLOA

(b)(6)

### PROFESSIONAL EXPERIENCE

**United States Department of Homeland Security** Washington, DC June 2016 - Present  
*(Acting) Special Assistant to the Chief of Staff, Office of the Secretary; Schedule C Political Appointee*

- Assist the Chief of Staff and Deputy Chief of Staff to Secretary Johnson with the execution of high level priorities to include tracking the Department's international engagements; operations in counterterrorism, aviation security, and border security; initiatives for privacy protections; and responses to congressional inquiries.
- Lead weekly meetings to monitor reports and audits completed by the Office of the Inspector General and Government Accountability Office, and assess subsequent DHS responses; Analyze, improve, and approve daily briefing materials for the Secretary and Deputy Secretary; Co-lead Department-wide preparation efforts for the Secretary's congressional testimonies.

**United States Department of Homeland Security** Washington, DC January 2016 - June 2016  
*Deputy Secretary Briefing Book Coordinator, Office of the Secretary; Schedule C Political Appointee*

- Consulted with senior staff in the Office of the Secretary and subject matter experts across DHS Components to analyze, improve, and produce daily briefing materials for Deputy Secretary Mayorkas.
- Co-led weekly meetings with DHS leadership to identify and resolve obstacles to the efficient production of written products, resulting in significant quality improvements.
- Periodically completed research in support of senior officials' participation in high level meetings and multilateral dialogues under the direction of DHS leadership.

**Center for Strategic and International Studies (CSIS)** Washington, DC September 2015 - December 2015  
*Intern Scholar, Americas Program*

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- Completed extensive research and drafted official publications, which informed centrist policy recommendations and integrated perspectives from senior officials in the Obama Administration, Congress, and the private sector.

**Office of the State Attorney, 11th Judicial Circuit of Florida** | Miami, FL June 2015 - August 2015  
*Human Trafficking Unit Intern*

- Analyzed depositions and court admissible forensic evidence to prepare the Miami-Dade Chief of Program Development & Public Policy for third degree felony human trafficking trials.
- Collaborated on the creation of a precedent-setting legislative bill that aims to eliminate discovery depositions of child victims, and created multifaceted presentations delivered by senior officials in support of a robust grassroots campaign.

**180 Degrees Consulting** Boston, MA September 2014 - May 2015  
*Team Leader*

- Managed 5 consultants within the world's largest pro-bono university-based consultancy.
- Enabled a non-profit client to achieve profitability for the first time by creating strategies to increase its operating margin by 50% within 5 fiscal years.
- Ensured the client's long-term financial sustainability and vision for future growth by maximizing its potential to capitalize on revenue channels, engage with its donor base, and increase fundraising performance.

### EDUCATION

**Tufts University** Medford, MA

- Bachelor of Arts in International Relations, International Security Concentration; Entrepreneurial Leadership Minor
- Academic Honors: Dean's List
- Community Involvement: Let's Get Ready (Head Coach); LIFT (Advocate); Bloomberg Institute (Campus Ambassador)

**Universidad Carlos III de Madrid** | Madrid, Spain

### ADDITIONAL INFORMATION

- **Languages:** Bilingual in English and Spanish
- **Current Community Involvement:** Global Leaders Coordinator at Young Professionals in Foreign Policy (YPFP); Tufts University Alumni Interviewer



# ISABELLA ULLOA

(b)(6)

## EDUCATION

**Tufts University** Medford, MA

(b)(6)

- Bachelor of Arts in International Relations, International Security Concentration; Entrepreneurial Leadership Minor
- Academic Honors: Dean's List
- Community Involvement: Let's Get Ready (Head Coach); LIFT (Advocate); Bloomberg Institute (Campus Ambassador)

**Universidad Carlos III de Madrid** CIEE Study Abroad Madrid, Spain

(b)(6)

## PROFESSIONAL EXPERIENCE

**United States Department of Homeland Security** Washington, DC

January 2016 - Present

*Deputy Secretary Briefing Book Coordinator, Office of the Deputy Secretary, Executive Secretariat*

- Schedule C Political Appointee in the Office of the Executive Secretary (ESEC), which provides all direct support to the Secretary and Deputy Secretary, as well as senior leadership across the Department.
- Ensure the timely and accurate completion of Deputy Secretary Mayorkas' daily Briefing Books by evaluating and editing memoranda, and liaising with executive leadership and senior advisors across all DHS Components.

**Center for Strategic and International Studies (CSIS)** Washington, DC

September 2015 - December 2015

*Intern Scholar, Americas Program*

- Briefed the Director of the Americas Program on Latin American policy issues from a regional and bilateral standpoint, while primarily focusing on political and socio-economic dynamics in Argentina, Colombia, Cuba, and Venezuela.
- Contributed to research and writing initiatives that informed centrist policy recommendations and integrated perspectives from administration officials, academics, congressional staff, and members of the private sector.
- Translated speeches to Spanish, created content for social media platforms, and executed administrative tasks.

**Office of the State Attorney, 11th Judicial Circuit of Florida** Miami, FL

June 2015 - August 2015

*Human Trafficking Unit Intern*

- Prepared the Miami-Dade Chief of Program Development & Public Policy for felony human trafficking trials by analyzing relevant legal material, which included depositions and court admissible forensic evidence.
- Collaborated on a precedent-setting legislative bill that aims to eliminate discovery depositions of child victims and created multifaceted presentations delivered by senior officials in support of a robust grassroots campaign.

**180 Degrees Consulting** Boston, MA

September 2014 - May 2015

*Team Leader*

- Managed 5 consultants as a Team Leader within the world's largest pro-bono university-based consultancy.
- Enabled a non-profit client to achieve profitability for the first time by creating strategies to increase its operating margin by 50% within 5 fiscal years.
- Ensured the client's long-term financial sustainability and vision for future growth by maximizing its potential to capitalize on revenue channels, engage with its donor base, and increase fundraising performance.

**Baptist Health South Florida** Miami, FL

June 2014 - August 2014

*International Marketing Intern, Baptist Health International*

- Developed a 95-page report highlighting strategic priorities for the \$4B hospital system, which influenced business development strategy in 16 international target markets within Latin America, Central America and the Caribbean.
- Completed financial, competitive and demographic analyses to produce nuanced international market studies and quantified patient demand projections specific to the hospital's oncology services.

## ADDITIONAL INFORMATION

- **Languages:** Bilingual in English and Spanish
- **Skills & Expertise:** Working knowledge of Stata; Proficient in Google Analytics; Highly experienced with academic and legal databases including JSTOR, LexisNexis, Project MUSE, Questia, and WestLaw; Excellent knowledge of Microsoft Office (Access, Excel, Word, PowerPoint, Outlook); SharePoint
- **Current Community Involvement:** Global Leaders Coordinator at Young Professionals in Foreign Policy (YPFP); Tufts University Alumni Interviewer

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>ULLOA, ISABELLA F</b>				2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>08/21/16</b>				
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>							
5-A. Code <b>570</b>		5-B. Nature of Action <b>CONV TO EXC APPT</b>			6-A. Code		6-B. Nature of Action					
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3311</b>			6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number <b>DEPUTY SECRETARY BRIEFING BOOK COORDIN 90641545 061593</b>					15. TO: Position Title and Number <b>SPECIAL ASSISTANT 90658663 063178</b>							
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis		
<b>GS</b>								<b>53,435.00</b>		<b>PA</b>		
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		
		<b>.00</b>				<b>.00</b>		<b>42,823.00</b>		<b>10,612.00</b>		
14. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM Executive Secretariat</b>					22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of the Chief of Staff</b>							
					<b>HS OS0103000000000000 PP 17 2016</b>							
<b>EMPLOYEE DATA</b>												
23. Veterans Preference						24. Tenure			25. Agency Use		26. Veterans Preference for RIF	
<b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%						<b>3</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite					<b>YES X NO</b>	
27. FEGLI <b>B0 WAIVED</b>						28. Annuitant Indicator <b>9 NOT APPLICABLE</b>			29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>			
30. Retirement Plan <b>KF FERS (FRAE)</b>				31. Service Comp. Date (Leave) <b>01/27/16</b>		32. Work Schedule <b>F FULL TIME</b>			33. Part-Time Hours Per Biweekly Pay Period			
<b>POSITION DATA</b>												
34. Position Occupied				35. FLSA Category			36. Appropriation Code			37. Bargaining Unit Status		
<b>2</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				<b>E</b> E - Exempt N - Nonexempt						<b>8888</b>		
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>								
40. Agency Data		41.		42.		43.		44.				
45. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.												
46. Employing Department or Agency <b>HOMELAND SECURITY</b>						50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: (b)(6)</b> <b>ACTING EXECUTIVE DIRECTOR, HRMS</b>						
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>08/31/16</b>								

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>ULLOA, ISABELLA F</b>				2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>04/03/16</b>			
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>						
5-A. Code <b>570</b>		5-B. Nature of Action <b>CONV TO EXC APPT</b>			6-A. Code		6-B. Nature of Action				
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3311</b>			6-C. Code		6-D. Legal Authority				
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority				
7. FROM: Position Title and Number <b>DEPUTY SECRETARY BRIEFING BOOK COORDIN 90633577 061128</b>					15. TO: Position Title and Number <b>DEPUTY SECRETARY BRIEFING BOOK COORDIN 90641545 061593</b>						
8. Pay Plan		9. Occ. Code		10. Grade or Level <b>07</b>		11. Step or Rate		12. Total Salary <b>43,684.00</b>		13. Pay Basis <b>PA</b>	
12A. Basic Pay <b>35,009.00</b>		12B. Locality Adj. <b>8,675.00</b>		12C. Adj. Basic Pay <b>43,684.00</b>		12D. Other Pay <b>.00</b>		16. Pay Plan <b>GS</b>		17. Occ. Code <b>0301</b>	
								18. Grade or Level <b>09</b>		19. Step or Rate <b>01</b>	
								20. Total Salary/Award <b>53,435.00</b>		21. Pay Basis <b>PA</b>	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM Executive Secretariat</b>						
					<b>HS OS0104000000000000 PP 07 2016</b>						
<b>EMPLOYEE DATA</b>											
23. Veterans Preference <b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%				24. Tenure <b>3</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite				25. Agency Use		26. Veterans Preference for RIF <b>YES X NO</b>	
27. FEGLI <b>B0 WAIVED</b>				28. Annuitant Indicator <b>9 NOT APPLICABLE</b>				29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>			
30. Retirement Plan <b>KF FERS (FRAE)</b>				31. Service Comp. Date (Leave) <b>01/27/16</b>		32. Work Schedule <b>F FULL TIME</b>				33. Part-Time Hours Per Biweekly Pay Period	
<b>POSITION DATA</b>											
34. Position Occupied <b>2</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category <b>N</b> E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status <b>8888</b>	
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>							
40. Agency Data		41.		42.		43.		44.			
45. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. FROZEN SERVICE: NONE. CREDITABLE MILITARY SERVICE: NONE. PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.											
46. Employing Department or Agency <b>HOMELAND SECURITY</b>						50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: (b)(6)</b> <b>ACTING EXECUTIVE DIRECTOR, HRMS</b>					
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>04/15/16</b>							



## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>ULLOA, ISABELLA F</b>				2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>08/21/16</b>			
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>						
5-A. Code <b>570</b>		5-B. Nature of Action <b>CONV TO EXC APPT</b>			6-A. Code		6-B. Nature of Action				
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3311</b>			6-C. Code		6-D. Legal Authority				
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority				
7. FROM: Position Title and Number <b>DEPUTY SECRETARY BRIEFING BOOK COORDIN 90641545 061593</b>					15. TO: Position Title and Number <b>SPECIAL ASSISTANT 90658663 063178</b>						
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis	
<b>GS</b>		<b>0301</b>		<b>09</b>		<b>01</b>		<b>53,435.00</b>		<b>PA</b>	
12A. Basic Pay		12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>42,823.00</b>		20B. Locality Adj. <b>10,612.00</b>	
								20C. Adj. Basic Pay <b>53,435.00</b>		20D. Other Pay <b>.00</b>	
14. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM Executive Secretariat</b>					22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of the Chief of Staff</b>						
					<b>HS OS0103000000000000 PP 17 2016</b>						
<b>EMPLOYEE DATA</b>											
23. Veterans Preference <b>1</b> 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure <b>3</b> 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF <b>YES X NO</b>	
27. FEGLI <b>B0 WAIVED</b>						28. Annuitant Indicator <b>9 NOT APPLICABLE</b>		29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>			
30. Retirement Plan <b>KF FERS (FRAE)</b>				31. Service Comp. Date (Leave) <b>01/27/16</b>		32. Work Schedule <b>F FULL TIME</b>		33. Part-Time Hours Per Biweekly Pay Period			
<b>POSITION DATA</b>											
34. Position Occupied <b>2</b> 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status <b>8888</b>		
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>							
40. Agency Data		41.		42.		43.		44.			
45. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.											
46. Employing Department or Agency <b>HOMELAND SECURITY</b>						50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: (b)(6)</b> <b>ACTING EXECUTIVE DIRECTOR, HRMS</b>					
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>08/31/16</b>							

## **Tyler O. Houlton**

(b)(6)

### **Qualifications Summary**

Battle-tested political communicator with over a decade of experience promoting and defending elected officials, political parties, non-profits and candidates. Accomplished public relations and public policy goals on every level of government. Strategic communications expert with proven ability to lead and manage large teams.

### **Work Experience**

#### **U.S. Department of Homeland Security, Washington, DC 2017 - Present** **Press Secretary (Acting)/Deputy Press Secretary**

- Act as top liaison to the media and primary spokesman on behalf of DHS
- Advise the Assistant Secretary and other senior officials on media strategy, talking points, rapid response and media engagement plans
- Conduct regular on the record interviews with the media on all DHS issues
- Develop and conduct media training for all senior DHS officials
- Oversee media strategy, talking points, media engagement of all DHS component agencies
- Oversee, manage and hire entire press team
- Write, edit and approve all DHS materials made public
- Perform the duties of the Deputy Assistant Secretary for Public Affairs
- Ensure public messaging is consistent and integrated across all DHS offices and components
- Travel with the Secretary and other senior DHS officials to advise them on media strategy and talking points
- Assist the Assistant Secretary with administrative tasks within the Office of Public Affairs

#### **Americans for Prosperity, Arlington, VA 2017** **Director of Federal Affairs**

- Hire, manage and oversee a staff of 7 policy analysts
- Act as chief advisor on all federal policy issues for 1,000-person staff
- Develop all federal policy strategy, research, messaging and accountability projects
- Revamped and improved federal policy team and capabilities
- Develop communications strategy and provide radio and television interviews
- On the record spokesperson

#### **Congressman Glenn Grothman, Washington, DC 2015 - 2017** **Chief of Staff**

- Hired, managed and oversaw a staff of 15 in D.C. and District Offices
- Managed congressional budget of over \$1.3 million

- Acted as chief advisor to the Member on policy, legislative strategies, media relations, constituent services, and manage Member's four committee assignments
- Managed all campaign activities, including fundraising, and oversaw all expenditures
- On the record spokesperson for Congressman

**National Republican Congressional Committee, Washington, DC**  
**Deputy Policy Director & Policy Press Secretary**

**2013 - 2015**

- Advised House Republicans and candidates on all policy issues
- Developed messaging, policy proposals and legislative strategy for campaigns
- Acted as top spokesman for the West and as spokesman on difficult and controversial topics
- Developed and wrote talking points and issue summaries for NRCC's Debate Prep application
- Performed radio and television interviews

**Compass Colorado, Greenwood Village, CO**  
**President**

**2011 - 2013**

- Managed all day-to-day operations, multi-million dollar budget, and staff
- Acted as chief spokesman and political advisor for the organization
- Developed all policy proposals and raised money for projects, operations, and payroll
- Wrote television, radio, and digital ads focusing on economic and political messaging across Colorado

**National Republican Congressional Committee, Washington, DC**  
**Regional Press Secretary**

**2011**

- Advised House Republicans and candidates media strategy
- Developed messaging for campaigns in the western region of the U.S.
- Acted as top spokesman for the West
- Developed and wrote talking points and issue summaries for NRCC's Debate Prep application
- Prepared then-candidate Mark Amodei for his congressional debates. Amodei won the debates and overperformed in Nevada's second congressional district special election, winning by 20 points.

**Ryan Frazier for Congress, Aurora, CO**  
**Deputy Campaign Manager & Communications Director**

**2010**

- Managed staff and daily operations with campaign manager
- Wrote all press releases and edited all written material sent out by campaign
- Acted as spokesman and developed entire press, policy and political strategy

**Scott McInnis for Governor, Greenwood Village, CO**  
**Regional Political Director**

**2010**

- Managed field operations in twenty counties
- Developed and executed political strategy for each county
- Led and organized dozens of volunteers



**Colorado House of Representatives, Denver, CO**

**2009**

**Press Secretary**

- Led and managed press shop while maintaining daily contact with national and local media outlets
- Wrote all press releases, acted as spokesman for every state representative and provided press and legislative strategy

**Josh Penry for Governor, Greenwood Village, CO**

**2009**

**Field Director**

- Managed field operations in twenty counties
- Developed and executed political strategy for all 64 counties in Colorado
- Led and organized dozens of volunteers

**Congressman Mike Coffman, Washington, DC**

**2009**

**Communications Director**

- Led and managed press shop while maintaining daily contact with national and local media outlets
- Wrote all press releases, acted as spokesman and provided press and legislative strategy
- Oversaw Congressional office transition from Rep. Tancredo to Rep. Coffman

**Tancredo for President, Arlington, VA**

**2007**

**Communications Director**

- Managed press shop while maintaining daily contact with national and local media outlets
- Wrote all press releases, acted as spokesman and provided press and legislative strategy
- Quoted in national media outlets at the age of 22

**Congressman Tom Tancredo, Washington, DC**

**2006 - 2009**

**Deputy Chief of Staff and Communications Director – Legislative Assistant Prior**

- Led and managed congressional office with the Chief of Staff
- Managed press shop while maintaining daily contact with national and local media outlets
- Wrote all press releases, acted as spokesman and provided press and legislative strategy
- Oversaw Congressional office transition from Rep. Tancredo to Rep. Coffman

**Education**

**Georgetown University**

(b)(6)

- School of Continuing Studies, M.A. International Affairs
- Published Thesis Titled “Presidential Politics and the Ayatollah”

**University of Colorado at Boulder**

(b)(6)

- College of Arts and Sciences, B.A. Political Science

### **Clearance and Leadership**

- (b)(6)
- Foreign Policy Initiative's Future Leaders Program 2014-2015
- Woodrow Wilson Center Foreign Policy Fellowship Program 2015
- Partnership for Secure America Congressional Partnership Program 2015

**ALEXANDRA N. VEITCH**

(b)(6)

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**SUMMARY**

Senior congressional leadership staffer with extensive experience developing messaging, political, and legislative strategies for the successful implementation of a strategic agenda. As Director of Speechwriting, serve as a liaison with Members of Congress, Administration, and outside organizations to develop and communicate priorities of Speaker of the House/Democratic Leader.

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**PROFESSIONAL**

**Director of Speechwriting and Senior Advisor**  
*Speaker/Leader Nancy Pelosi*

August 2005 – present  
 US House of Representatives

- Serve as senior advisor and chief speechwriter to Speaker of the House.
  - Developing messaging and communicating complex policy.
  - Coordinating the priorities of the most senior legislator in the nation.
- Liaise between Speaker and senior Members of Congress to ensure initiatives reflect the priorities of caucus leaders.
- Coordinate between Speaker's office and outside organizations to implement the strategic direction of the office.
- Contribute as a member of senior staff, advising on all issues of significance to the Speaker in communications, legislative, and political realms:
  - Communications Strategies
    - Serve as senior member of communications team that makes decisions about use of Speaker's time for press interviews and speaking engagements, briefs Speaker about news, advises Speaker about messaging, and staffs Speaker in public.
    - Oversee all written materials published from office, including but not limited to speeches, talking points, floor statements, statements for the Congressional Record, press releases, newsletters to constituents and various interest groups.
    - Build teams and establish inclusive processes to ensure all written materials reflect the best thinking of staff, regularly liaising with upwards of 20 staffers to create a final product.
    - Incorporate best messaging into written materials.
    - Coordinate regularly and directly with Speaker of the House to review and revise written materials.
  - Legislative Strategies
    - At start of each Congress, work with Speaker and senior staff to develop list of discrete, accomplishable legislative priorities.
    - Draft analysis of strengths, weaknesses, opportunities, and threats to support accomplishing legislative priorities.
    - Build coalitions among Members of Congress, staff, and outside organizations to enact priorities.
    - Regularly meet to review progress and revise strategy in accomplishing priorities.



- Coordinate floor action that culminates in a successful vote, sending legislation to Senate and/or President.
  - Political Strategies
    - Worked through official channels to ensure political success for House Democrats.
- Lead and manage the goals, priorities, and day-to-day activities set by the Speaker of the House:
  - Goals include legislative accomplishments such as health care reform, communications metrics such as improved favorability ratings for the Speaker and House Democrats, and political successes such as maintaining or retaking the majority in Congress.
    - Personal goals in support of Speaker's goals include: producing written materials and speeches that reflect collaborative best-thinking of staff and latest messaging and ensure legislative and communications victories; mentoring and leading junior staff; ensuring efficient operations that allow staff to better serve the Speaker.
  - Priorities include leading outreach to and maintaining relationships with as many as 256 Democratic Members of Congress, ensuring effective and efficient responses to the media and constituents, and creating a collegial environment in which the best thinking of the large staff prevails.
    - Developed relationships with numerous Members of Congress and their staff, serving as point-of-contact for Speaker's priorities.
    - Provided leadership and sign-off for responses to media and constituents.
    - Held regular meetings bringing together staff from various directorates to receive input and build common ground on communications and legislative strategies, with a specific focus on written materials and speeches.
  - Day-to-day activities include working with and providing oversight to the advance, scheduling, and outreach directorates of the office, and anticipating both opportunities and challenges for the Speaker.
    - Created new systems for information sharing via email and file-sharing between disparate directorates.
    - Refined protocols for dealing with outside organizations ahead of a meeting with the Speaker.
    - Drafted agendas for senior-level meetings with Speaker and among staff and led meetings with a focus on ensuring goals are met.
- Serve as member of leadership team/senior staff that determines office policies and direction.
  - Identify the best use of available resources through annual leave, division of labor
  - Work strategically to do more with less fiscal resources during era of shrinking congressional budgets.
  - Determine non-financial methods for motivating staff, assess staff performance, and strategize opportunities to improve results.
- Improve office efficiency by planning and implementing new systems and organization.

- Expand and formalize information sharing among all staff by identifying individuals who need information and then creating protocols and distribution lists.
  - Lead and model better coordination between office directorates.
  - Deputize other Members of Congress and their staffs to carry out important and meaningful tasks.
- Supervise Speechwriting Directorate.
  - Recruiting, hiring, and training speechwriting staff
  - Negotiating salary and pay increases
  - Assessing and reviewing performance.
  - Approving annual leave, work from home schedule and flex and comp time
  - Managing reimbursable expenses and compliance with office policies
- Lead staff meetings to assign responsibilities, manage work schedule and work responsibilities, and provide final sign off on work product for junior staff.
- Exercise oversight and direction over junior staff.
  - Developing long-range goals.
  - Assessing productivity and performance.
  - Providing mentorship and leadership.
- Lead meetings, assign responsibilities, and conduct follow-up with other congressional offices to accomplish Caucus priorities.
- Effectively communicate complex policy across broad spectrum of issue areas.
- Served as key member of Speaker's transition team during House Democrats' ascent from minority to majority.
- Represented Speaker's office in legislative strengthening efforts during international trips.

**Press Writer**  
*Senator Barbara Mikulski*

February 2004 – August 2005  
 US Senate

- Drafted all speeches, talking points and floor statements for senior member of Senate Democratic Leadership and Ranking Member of an Appropriations Subcommittee.
- Liaised between legislative staff and Senator to develop, refine and communicate a polished and coherent message to the media and constituents, resulting in a successful reelection bid.
- Implemented new systems for information sharing, managing work product, and achieving shared goals within the office.
- Recruited and trained both press interns and press assistants.

**Associate**  
*John Connolly & Partners*

August 2002 – August 2003  
 Sydney, Australia

- Created communications strategies for political leaders and large corporations at Australia's leading crisis management public affairs firm.
- Worked with communities in the response to crises and to foster support for corporate initiatives.
- Led media training sessions and responded to press inquiries for clients.
- Worked with clients to develop budgets that ensured profitability for employer and achievement of client goals.
- Served on management team of multi-million dollar client accounts.

- Kept partners informed of expenses and staff hours on individual accounts to ensure financial goals are met.
- Ensured accurate tracking of staff time and expenses to manage budgets and make highest and best use of staff resources.
- Allocated resources within the office to various clients and projects.
- Negotiated contracts with outside vendors.
- Maintained office procedures, controlled incoming and outgoing correspondence, designed organizational systems and procured supplies and needed materials.

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## EDUCATION

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**Master of Arts**  
*International Studies*

University of Sydney  
Sydney, Australia

(b)(6)

**Bachelor of Arts, Cum Laude**  
*Diplomacy and Foreign Affairs*

Miami University  
Oxford, Ohio

(b)(6)



## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>VEITCH, ALEXANDRA N</b>				2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>07/27/14</b>					
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>								
5-A. Code <b>546</b>		5-B. Nature of Action <b>CONV TO SES NONCAREER APPT</b>			6-A. Code		6-B. Nature of Action						
5-C. Code <b>V4L</b>		5-D. Legal Authority <b>5 USC 3394(A) NONCAR</b>			6-C. Code		6-D. Legal Authority						
5-E. Code <b>AWM</b>		5-F. Legal Authority <b>OPM FORM 1652</b>			6-E. Code		6-F. Legal Authority						
7. FROM: Position Title and Number <b>CHIEF OF STAFF 90525350 051422</b>					15. TO: Position Title and Number <b>DEPUTY ASSISTANT SECRETARY FOR LEGISLA 90583232 030875</b>								
8. Pay Plan <b>GS</b>		9. Occ. Code	10. Grade or Level <b>15</b>	11. Step or Rate <b>02</b>	12. Total Salary <b>129,161.00</b>	13. Pay Basis <b>PA</b>	16. Pay Plan <b>ES</b>	17. Occ. Code <b>0301</b>	18. Grade or Level <b>00</b>	19. Step or Rate <b>00</b>	20. Total Salary/Award <b>136,911.00</b>	21. Pay Basis <b>PA</b>	
12A. Basic Pay <b>103,978.00</b>		12B. Locality Adj. <b>25,183.00</b>		12C. Adj. Basic Pay <b>129,161.00</b>		12D. Other Pay <b>.00</b>	20A. Basic Pay <b>136,911.00</b>		20B. Locality Adj. <b>.00</b>		20C. Adj. Basic Pay <b>136,911.00</b>		20D. Other Pay <b>.00</b>
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of Legislative Affairs</b>								
					<b>HS OS0108000000000000 PP 15 2014</b>								
<b>EMPLOYEE DATA</b>													
23. Veterans Preference <b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%					24. Tenure <b>0</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF <b>YES X NO</b>			
27. FEGLI <b>B0 WAIVED</b>					28. Annuitant Indicator <b>9 NOT APPLICABLE</b>			29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>					
30. Retirement Plan <b>K FERS AND FICA</b>				31. Service Comp. Date (Leave) <b>08/22/05</b>		32. Work Schedule <b>F FULL TIME</b>			33. Part-Time Hours Per Biweekly Pay Period				
<b>POSITION DATA</b>													
34. Position Occupied <b>3</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status <b>8888</b>				
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>									
40. Agency Data		41.		42.		43.		44.					
45. Remarks VETERAN PREFERENCE IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE. SUBJECT TO SATISFACTORY COMPLETION OF 1-YEAR SES PROBATIONARY PERIOD BEGINNING 7/27/14. SUBJECT TO COMPLETION OF ONE YEAR PROBATIONARY PERIOD FOR ASSIGNMENT T SUPERVISORY OR MANAGERIAL POSITION BEGINNING 7/27/14. FROZEN SERVICE: 00YRS. 00MOS. CREDITABLE MILITARY SERVICE: 00YRS. 00MOS. PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS OR FERS-RAE. TENURE AS USED FOR 5 USC 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.													
46. Employing Department or Agency <b>HOMELAND SECURITY</b>						50. Signature/Authentication and Title of Approving Official E/S BY: <b>(b)(6)</b> <b>EXECUTIVE DIRECTOR, HRMS</b>							
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>08/05/14</b>									

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>VEITCH, ALEXANDRA N</b>					2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>12/02/12</b>				
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>								
5-A. Code <b>170</b>		5-B. Nature of Action <b>EXC APPT</b>			6-A. Code		6-B. Nature of Action						
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3311</b>			6-C. Code		6-D. Legal Authority						
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority						
7. FROM: Position Title and Number					15. TO: Position Title and Number <b>CHIEF OF STAFF</b> <b>90525350 051422</b>								
8. Pay Plan <b>GS</b>		9. Occ. Code <b>0301</b>	10. Grade/Level <b>15</b>	11. Step/Rate <b>01</b>	12. Total Salary/Award <b>123,758.00</b>	13. Pay Basis <b>PA</b>	16. Pay Plan <b>GS</b>		17. Occ. Code <b>0301</b>	18. Grade/Level <b>15</b>	19. Step/Rate <b>01</b>	20. Total Salary/Award <b>123,758.00</b>	21. Pay Basis <b>PA</b>
12A. Basic Pay		12B. Locality Adj. <b>.00</b>	12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>	20A. Basic Pay <b>99,628.00</b>		20B. Locality Adj. <b>24,130.00</b>	20C. Adj. Basic Pay <b>123,758.00</b>		20D. Other Pay <b>.00</b>		
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY</b> <b>OSEM</b> <b>Off of Legislative Affairs</b>  <b>HS OS0108000000000000 PP 25 2012</b>								
<b>EMPLOYEE DATA</b>					24. Tenure		25. Agency Use		26. Veterans Preference for RIF				
23. Veterans Preference	1 - None	3 - 10-Point/Disability	5 - 10-Point/Other	24. Tenure	0 - None	2 - Conditional	25. Agency Use	26. Veterans Preference for RIF	YES	X	NO		
1	2 - 5-Point	4 - 10-Point/Compensable	6 - 10-Point/Compensable/30%	3	1 - Permanent	3 - Indefinite							
27. FEGLI					28. Annuitant Indicator		29. Pay Rate Determinant						
B0	WAIVED			9	NOT APPLICABLE		0						
30. Retirement Plan			31. Service Comp. Date (Leave)		32. Work Schedule		33. Part-Time Hours Per						
K	FERS AND FICA		08/22/05	F	FULL TIME		Biweekly						
							Pay Period						
<b>POSITION DATA</b>					35. FLSA Category		36. Appropriation Code		37. Bargaining Unit Status				
2	1 - Competitive Service	3 - SES General	E	E - Exempt				8888					
2	2 - Excepted Service	4 - SES Career Reserved	N - Nonexempt										
38. Duty Station Code <b>11-0010-001</b>					39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>								
40. Agency Data		41.	42.	43.	44.								
45. Remarks <b>HEALTH BENEFITS COVERAGE CONTINUES.</b> <b>APPOINTMENT AFFIDAVIT EXECUTED 12/03/2012.</b> <b>OPF MAINTAINED BY DHS HQ.</b> <b>FROZEN SERVICE: NONE.</b> <b>CREDITABLE MILITARY SERVICE: NONE.</b> <b>PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED.</b> <b>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS.</b> <b>ALL INFORMATION SUBJECT TO VERIFICATION UPON RECEIPT OF THE MERGED</b> <b>RECORDS PERSONNEL FOLDER.</b>													
46. Employing Department or Agency <b>HOMELAND SECURITY</b>					50. Signature/Authentication and Title of Approving Official E/S BY <b>(b)(6)</b> <b>ACTING EXECUTIVE DIRECTOR, HRMS</b>								
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>12/12/12</b>									

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>VEITCH, ALEXANDRA N</b>				2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>08/09/15</b>			
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>						
5-A. Code <b>546</b>		5-B. Nature of Action <b>CONV TO SES NONCAREER APPT</b>			6-A. Code		6-B. Nature of Action				
5-C. Code <b>V4L</b>		5-D. Legal Authority <b>5 USC 3394(A) NONCAR</b>			6-C. Code		6-D. Legal Authority				
5-E. Code <b>AWM</b>		5-F. Legal Authority <b>OPM FORM 1652</b>			6-E. Code		6-F. Legal Authority				
7. FROM: Position Title and Number <b>DEPUTY ASSISTANT SECRETARY FOR LEGISLA 90583232 030875</b>					15. TO: Position Title and Number <b>DEPUTY ASSISTANT SECRETARY FOR LEGISLA 90618042 059709</b>						
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary <b>136,911.00</b>		13. Pay Basis <b>PA</b>	
16. Pay Plan <b>ES</b>		17. Occ. Code <b>0301</b>		18. Grade or Level <b>00</b>		19. Step or Rate <b>00</b>		20. Total Salary/Award <b>150,602.00</b>		21. Pay Basis <b>PA</b>	
12A. Basic Pay <b>136,911.00</b>		12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay <b>136,911.00</b>		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>150,602.00</b>		20B. Locality Adj. <b>.00</b>	
								20C. Adj. Basic Pay <b>150,602.00</b>		20D. Other Pay <b>.00</b>	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of Legislative Affairs</b>  <b>HS OS0108000000000000 PP 16 2015</b>						
<b>EMPLOYEE DATA</b>											
23. Veterans Preference <b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%						24. Tenure <b>0</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF <b>YES X NO</b>	
27. FEGLI <b>B0 WAIVED</b>						28. Annuitant Indicator <b>9 NOT APPLICABLE</b>				29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>	
30. Retirement Plan <b>K FERS AND FICA</b>				31. Service Comp. Date (Leave) <b>08/22/05</b>		32. Work Schedule <b>F FULL TIME</b>				33. Part-Time Hours Per Biweekly Pay Period	
<b>POSITION DATA</b>											
34. Position Occupied <b>3</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status <b>8888</b>	
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>							
40. Agency Data		41.		42.		43.		44.			
45. Remarks VETERAN PREFERENCE IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE. PROBATIONARY PERIOD FOR SUPERVISORY OR MANAGERIAL POSITION COMPLETED. FROZEN SERVICE: 00YRS. 00MOS. CREDITABLE MILITARY SERVICE:NONE. PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. TENURE AS USED FOR 5 USC 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.											
46. Employing Department or Agency <b>HOMELAND SECURITY</b>						50. Signature/Authentication and Title of Approving Official E/S BY: <b>(b)(6)</b> <b>EXECUTIVE DIRECTOR, HRMS</b>					
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>08/25/15</b>							



## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WADE, DAVID S					2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 08/21/17				
FIRST ACTION					SECOND ACTION								
5-A. Code 002		5-B. Nature of Action CORRECTION			6-A. Code 142		6-B. Nature of Action SES CAREER APPT						
5-C. Code		5-D. Legal Authority			6-C. Code V2M		6-D. Legal Authority 5 U S C 3393						
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority						
7. FROM: Position Title and Number					15. TO: Position Title and Number DEPUTY CHIEF MEDICAL OFFICER 90770213 058116								
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan ES	17. Occ. Code 0602	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 187,000.00	21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj. .00	12C. Adj. Basic Pay		12D. Other Pay .00		20A. Basic Pay 187,000.00		20B. Locality Adj. .00	20C. Adj. Basic Pay 187,000.00		20D. Other Pay .00	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY Office of Health Affairs  HS OS050000000000000000 PP 24 2017								
EMPLOYEE DATA													
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO			
27. FEGLI C0 BASIC					28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0 NOT APPLICABLE				
30. Retirement Plan K FERS AND FICA			31. Service Comp. Date (Leave) 08/21/17		32. Work Schedule F FULL TIME				33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA													
34. Position Occupied 4 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status 8888				
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC									
40. Agency Data		41.		42.		43.		44.					
45. Remarks CORRECTS ITEM 30 FROM KF. .													
46. Employing Department or Agency HOMELAND SECURITY							50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY (b)(6) EXECUTIVE DIRECTOR, HRMS						
47. Agency Code HS OS		48. Personnel Office ID 5500		49. Approval Date 08/29/17									

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WARRICK, THOMAS S					2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 8/31/2008							
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>											
5-A. Code 542		5-B. Nature of Action CONV TO SES CAREER APPT			6-A. Code		6-B. Nature of Action									
5-C. Code V2M		5-D. Legal Authority 5 USC 3393			6-C. Code		6-D. Legal Authority									
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority									
7. FROM: Position Title and Number REGIONAL AFFAIRS SPECLST 90218690 018040					15. TO: Position Title and Number DAS FOR COUNTERRORISM 90270186 024811											
8. Pay Plan GS		9. Occ. Code	10. Grade/Level 15	11. Step/Rate 10	12. Total Salary 149,000.00	13. Pay Basis PA	16. Pay Plan ES	17. Occ. Code 0301	18. Grade/Level 00	19. Step/Rate 00	20. Total Salary/Award 156,450.00	21. Pay Basis PA				
12A. Basic Pay 124,010.00		12B. Locality Adj. 24,990.00		12C. Adj. Basic Pay 149,000.00		12D. Other Pay .00	20A. Basic Pay 156,450.00		20B. Locality Adj. .00		20C. Adj. Basic Pay 156,450.00		20D. Other Pay .00			
14. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM ASST SEC FOR POLICY Asst Sec/DAS Intrntnl Aff							22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM ASST SEC FOR POLICY Asst Sec Policy/DAS  HS OS0112040000000000 PP 18 2008									
<b>EMPLOYEE DATA</b>							24. Tenure		25. Agency Use		26. Veterans Preference for RIF					
23. Veterans Preference	1 - None	3 - 10-Point/Disability	5 - 10-Point/Other	2 - 5-Point			4 - 10-Point/Compensable	6 - 10-Point/Compensable/30%	0	0 - None	2 - Conditional	1 - Permanent	3 - Indefinite	YES	X	NO
27. FEGLI							28. Annuitant Indicator		29. Pay Rate Determinant							
C0	BASIC						9	NOT APPLICABLE	0							
30. Retirement Plan					31. Service Comp. Date (Leave)		32. Work Schedule		33. Part-Time Hours Per							
K	FERS AND FICA				10/6/1997		F	FULL TIME		Biweekly Pay Period						
<b>POSITION DATA</b>							35. FLSA Category		36. Appropriation Code		37. Bargaining Unit Status					
34. Position Occupied	1 - Competitive Service	3 - SES General	2 - Excepted Service	4 - SES Career Reserved	E	E - Exempt	N - Nonexempt			8888						
38. Duty Station Code					39. Duty Station (City - County - State or Overseas Location)											
11-0010-001					WASHINGTON DIST OF COLUMBIA DC											
40. Agency Data		41.		42.		43.		44.								
45. Remarks VETERAN PREFERENCE IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE. SUBJECT TO SATISFACTORY COMPLETION OF 1-YEAR SES PROBATIONARY PERIOD BEGINNING 08/31/08. SES MEMBER SUBJECT TO POST EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C)(2)(A). TENURE AS USED FOR 5 USC 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.																
46. Employing Department or Agency HOMELAND SECURITY							50. Signature/Authentication and Title of Approving Official (b)(6)									
47. Agency Code		48. Personnel Office ID		49. Approval Date		HUMAN RESOURCES OFFCR										
HS OS	5500	9/15/2008														

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>WILLIAMS, REGAN S</b>					2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>06/11/17</b>						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
5-A. Code <b>570</b>		5-B. Nature of Action <b>CONV TO EXC APPT</b>			6-A. Code		6-B. Nature of Action								
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3311</b>			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number <b>CONFIDENTIAL ASSISTANT 90758648 066095</b>					15. TO: Position Title and Number <b>CONFIDENTIAL ASSISTANT 90769919 066329</b>										
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis		16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis	
									<b>GS</b>	<b>0301</b>	<b>07</b>	<b>01</b>	<b>44,941.00</b>	<b>PA</b>	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	
		<b>.00</b>				<b>.00</b>		<b>35,359.00</b>		<b>9,582.00</b>		<b>44,941.00</b>		<b>.00</b>	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM ASST SEC FOR POLICY</b>  <b>HS OS0112000000000000 PP 16 2017</b>										
<b>EMPLOYEE DATA</b>															
23. Veterans Preference <b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%					24. Tenure <b>3</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF <b>YES</b> <input checked="" type="checkbox"/> <b>NO</b>					
27. FEGLI <b>C0 BASIC</b>					28. Annuitant Indicator <b>9 NOT APPLICABLE</b>					29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>					
30. Retirement Plan <b>KF FERS (FRAE)</b>				31. Service Comp. Date (Leave) <b>05/15/17</b>		32. Work Schedule <b>F FULL TIME</b>				33. Part-Time Hours Per Biweekly Pay Period					
<b>POSITION DATA</b>															
34. Position Occupied <b>2</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status <b>8888</b>					
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>											
40. Agency Data		41.		42.		43.		44.							
45. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE:PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.															
46. Employing Department or Agency <b>HOMELAND SECURITY</b>					50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: <b>(b)(6)</b>  EXECUTIVE DIRECTOR, HRMS										
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>08/24/17</b>											



## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WUCO, FRANK E				2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 06/11/17							
FIRST ACTION					SECOND ACTION										
5-A. Code 546		5-B. Nature of Action CONV TO SES NONCAREER APPT			6-A. Code		6-B. Nature of Action								
5-C. Code V4L		5-D. Legal Authority 5 USC 3394(A) NONCAR			6-C. Code		6-D. Legal Authority								
5-E. Code AWM		5-F. Legal Authority OPM FORM 1652			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number SENIOR ADVISOR 90686610 065529					15. TO: Position Title and Number EXECUTIVE DIRECTOR FOR EXECUTIVE ORDER 90763043 066327										
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary 161,900.00	13. Pay Basis PA	16. Pay Plan ES	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 179,700.00	21. Pay Basis PA			
12A. Basic Pay 161,900.00		12B. Locality Adj. .00		12C. Adj. Basic Pay 161,900.00		12D. Other Pay .00		20A. Basic Pay 179,700.00		20B. Locality Adj. .00		20C. Adj. Basic Pay 179,700.00		20D. Other Pay .00	
14. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Executive Secretariat							22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM ASST SEC FOR POLICY OFFICE OF STRATEGY,PLAN ANA RI  HS OS0112030000000000 PP 12 2017								
EMPLOYEE DATA															
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%							24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES X NO				
27. FEGLI P0 BASIC-STANDARD-3X ADDITIONAL							28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0 NOT APPLICABLE				
30. Retirement Plan KF FERS (FRAE)				31. Service Comp. Date (Leave) 01/20/17		32. Work Schedule F FULL TIME				33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA															
34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC											
40. Agency Data		41.		42.		43.		44.							
45. Remarks VETERAN PREFERENCE IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE. CREDITABLE MILITARY SERVICE: NONE. PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. TENURE AS USED FOR 5 USC 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.															
46. Employing Department or Agency HOMELAND SECURITY							50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: (b)(6) EXECUTIVE DIRECTOR, HRMS								
47. Agency Code HS OS		48. Personnel Office ID 5500		49. Approval Date 06/20/17											

# Erin Walls

(b)(6)

## WORK EXPERIENCE

**U.S. Department of Interior, Washington DC**

**April 2013– present**

*Special Assistant to the Secretary*

- Provides administrative support and serves as the point of contact for the Secretary between staff, Administration officials and outside organizations
- Manages the Secretary's daily schedule
- Participates in scheduling and travel meetings with the Secretary and senior staff
- Served as advance staff for Secretary's domestic travel. Coordinated site logistics and event details
- Oversees special events and official receptions within the Office of the Secretary
- Organizes staff retreats for senior level staff. Conducts site visits and works with facilitators to craft retreat agendas
- Edits and submits the department's weekly White House report
- Coordinates with staff to compile the Secretary's daily and trip briefing materials
- Manages interns within the Office of the Secretary
- Assists the White House Liaison with vetting for appointments to boards and commissions

**U.S. Department of Commerce, Washington DC**

**October 2011 – April 2013**

*Executive Assistant to the Secretary*

- Managed the Secretary's daily schedule, work flow and correspondence
- Participated in senior staff meetings with the Secretary as well as strategic scheduling and travel meetings
- Managed the Secretary's requests for meetings, briefings and travel in conjunction with the Director of Scheduling
- Organized special events including the Secretary's Swearing in ceremony and Congressional holiday reception
- Served as advance staff for Secretary's travel to Dusseldorf, Germany. Coordinated site logistics and event details in collaboration with U.S. Commercial Service officers in Germany
- Acted as traveling support staff for the Secretary on domestic travel
- Served as volunteer coordinator for the 2012 session of the U.S. China Joint Commission on Commerce and Trade

**U.S. Senator Tom Carper, Washington DC**

**June 2007 – October 2011**

*Executive Assistant/Scheduler*

- Managed the Senator's Washington schedule
- Provided administrative support for the Senator as well as transportation and travel arrangements
- Answered and screened the Senator's phone calls and correspondence
- Updated staff on the Senator's whereabouts throughout the day
- Oversaw work flow to and from the Senator's office and tracked the progress of Senator's requests to staff
- Prepared the Senator's daily briefing book
- Prepared the Senator's annual Financial Disclosure forms and managed personal files
- Oversaw and supervised the Deputy Scheduler

**Clark & Weinstock, Washington DC**

**July 2004 – June 2007**

*Executive Assistant*

- Provided administrative support to two consultants and the firm's Managing Director
- Coordinated schedules, compiled bi-monthly expense reports and made travel arrangements
- Scheduled congressional meetings and attended hearings for clients and staff
- Planned special events and completed annual appropriations requests for clients

**Congressman Rick Boucher, Washington DC**

**March 2003 – June 2004**

*Director of Operations*

- Managed the Congressman's Washington and District schedules
- Arranged transportation for domestic and international travel
- Maintained office equipment, budget, accounting system, and personnel files
- Prepared monthly budget reports, quarterly mass mail reports, and the annual Financial Disclosure report

**Congressman Tom Barrett, Washington DC**  
*Office Manager/Scheduler/Legislative Assistant*

**September 2001- January 2003**

- Managed the Congressman's Washington schedule and travel arrangements
- Prepared and maintained office budget, accounting system, and personnel files
- Served as Legislative Assistant for elementary and secondary education issues
- Prepared correspondence, met with constituents and advised Congressman on votes regarding education issues
- Acted as Office Emergency Coordinator for Washington and District offices

**Law Offices of John T. O'Rourke, Washington DC**  
*Administrative Assistant*

**July 2000 – September 2001**

- Provided organizational and administrative support for attorneys in a boutique law firm specializing in representation of tax and trade issues, securities, and financial services
- Managed schedules, travel arrangements and special projects

## **EDUCATION**

**Georgetown University – Washington, D.C.**  
Master of Arts in Liberal Studies (MAI.S) – (b)(6)

**University of Iowa – Iowa City, IA**  
B.A in Psychology and Political Science

(b)(6)



## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>WALLS, ERIN M</b>					2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>04/19/15</b>														
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>																		
5-A. Code <b>170</b>		5-B. Nature of Action <b>EXC APPT</b>			6-A. Code		6-B. Nature of Action																
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3311</b>			6-C. Code		6-D. Legal Authority																
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority																
7. FROM: Position Title and Number					15. TO: Position Title and Number <b>DIRECTOR, HOMELAND SECURITY ADVISORY C 90604994 058437</b>																		
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis		16. Pay Plan <b>GS</b>		17. Occ. Code <b>0301</b>		18. Grade or Level <b>14</b>		19. Step or Rate <b>01</b>		20. Total Salary/Award <b>107,325.00</b>		21. Pay Basis <b>PA</b>	
12A. Basic Pay		12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>86,399.00</b>		20B. Locality Adj. <b>20,926.00</b>		20C. Adj. Basic Pay <b>107,325.00</b>		20D. Other Pay <b>.00</b>									
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM INTERGOVERNMENTAL PROGRAMS</b>  <b>HS OS0116000000000000 PP 08 2015</b>																		
<b>EMPLOYEE DATA</b>																							
23. Veterans Preference <b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%					24. Tenure <b>3</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite					25. Agency Use			26. Veterans Preference for RIF <b>YES X NO</b>										
27. FEGLI <b>C0 BASIC</b>					28. Annuitant Indicator <b>9 NOT APPLICABLE</b>					29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>													
30. Retirement Plan <b>K FERS AND FICA</b>					31. Service Comp. Date (Leave) <b>11/16/04</b>					32. Work Schedule <b>F FULL TIME</b>					33. Part-Time Hours Per Biweekly Pay Period								
<b>POSITION DATA</b>																							
34. Position Occupied <b>2</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved					35. FLSA Category <b>E</b> E - Exempt N - Nonexempt					36. Appropriation Code					37. Bargaining Unit Status <b>8888</b>								
38. Duty Station Code <b>11-0010-001</b>					39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>																		
40. Agency Data		41.		42.		43.		44.															
45. Remarks WELCOME TO THE DEPARTMENT OF HOMELAND SECURITY. HEALTH BENEFITS COVERAGE CONTINUES. APPOINTMENT AFFIDAVIT EXECUTED 4/20/14. OPF MAINTAINED BY DHS-HQ. FROZEN SERVICE: 00YRS. 00MOS. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. ALL INFORMATION SUBJECT TO VERIFICATION UPON RECEIPT OF THE MERGED RECORDS PERSONNEL FOLDER.																							
46. Employing Department or Agency <b>HOMELAND SECURITY</b>										50. Signature/Authentication and Title of Approving Official E/S BY: <b>(b)(6)</b> <b>EXECUTIVE DIRECTOR, HRMS</b>													
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>			49. Approval Date <b>05/01/15</b>																		

**WORK EXPERIENCE**

**U.S. DEPARTMENT OF HOMELAND SECURITY**

Washington, DC

*Press Intern, Office of Public Affairs*

*September 2011 – May 2012*

- ☐ Provided support to Press Secretary and Deputy Press Secretaries through the preparation of press releases, media advisories, media lists, press clippings, and briefing materials for Secretary Napolitano and senior staff
- ☐ Prepared a daily media briefing on DHS online coverage for delivery to Secretary Napolitano and senior staff
- ☐ Responsible for demonstrating effective media relations in order to disseminate information to local, state, and national reporters through coordination with DHS component agencies

**LOEWS CORPORATION**

Washington, DC

*Staff Assistant, Government and External Affairs*

*January 2011 – September 2011*

- ☐ Reported directly to VP for Government Affairs of Loews Corporation, a Fortune 500 diversified holding company
- ☐ Conducted research and legislative analysis on finance and environmental issues; attended Congressional hearings to produce reports, briefing materials, daily press clippings for the CEOs and senior management
- ☐ Utilized effective time management and interpersonal communications skills as an office manager

**NEW YORK CITY POLICE DEPARTMENT**

New York, NY

*Public Information and Press Relations Intern*

*Summers 2009 and 2010*

- ☐ Assisted in preparation, advance work, and staffing for Police Commissioner Raymond Kelly's public appearances, including press conferences, interviews, appearances including the National Night Out Against Crime
- ☐ Monitored the NYPD's media coverage to produce reports for Commissioner Kelly and executive staff, while implementing an approach to streamline this process
- ☐ Formulated and delivered effective crisis communication plans during various emergency situations in NYC

**STONES & PHONES**

Washington, DC

*Political Associate*

*February – June 2010*

- ☐ Served as an assistant to account managers at this telecommunications voter outreach and grassroots advocacy firm
- ☐ Sustained direct access to client proceedings by drafting scripts for voter outreach calls, consistently communicating with clients for feedback and satisfaction, and responding to RFPs
- ☐ Demonstrated excellent research skills by maintaining a database of information on every municipal, state, and national election during the 2010 midterm cycle

**AMERICAN UNIVERSITY WOMEN & POLITICS INSTITUTE**

Washington, DC

*Intern and Research Assistant*

*September 2008 – January 2010*

- ☐ Implemented public relations and event planning skills to conceptualize and execute events and receptions, including the welcome reception for Ambassador Constance Morella
- ☐ Conducted research and provided support for Professor Karen O'Connor's publications and courses at A.U.

**ADDITIONAL EXPERIENCE**

**FOX NEWS CHANNEL**

Washington, DC

*Assistant for Production during President Obama's inauguration*

**AMERICAN UNIVERSITY STUDENT GOVERNMENT**

Washington, DC

*Elected Representative and Clerk of the Undergraduate Senate*

**YOUTH LEADERSHIP FOUNDATION**

Washington, DC

*Volunteer tutor and mentor in the Program for Academic and Leadership Skills*

**DELTA GAMMA WOMEN'S FRATERNITY**

Washington, DC

*Vice President of the Beta Epsilon Chapter*

**EDUCATION**

**AMERICAN UNIVERSITY**

Washington, DC

*Bachelor of Arts with honors*

(b)(6)

- ☐ Interdisciplinary Studies in Communication, Law, Economics, Government (School of Public Affairs)
- ☐ Public Communication double major (School of Communication)

**JOHN CABOT UNIVERSITY**

Rome, Italy

*Semester Study Abroad*

(b)(6)

- ☐ Participated in courses including on-site urban sociology research, counterterrorism, and Italian law enforcement

**HONORS AND AWARDS**

Dean's List: Fall 2009 - Spring 2012

Pi Sigma Alpha Honor Society, Order of Omega Honor Society, and Delta Gamma Fraternity Lamp of Knowledge Award

**SKILLS**

- ☐ Basic conversational and reading skills in Spanish and Italian
- ☐ Proficient in Microsoft Office Suite, Mac OS, CisionPoint, LexisNexis, Lotus Notes, iMovie, Shadow TV

DHS-19-0033-A--000042



## WORK EXPERIENCE

### **U.S. DEPARTMENT OF HOMELAND SECURITY**

*Director of Strategic Communications, Office of Public Affairs*

Washington, DC

*September 2016 – Present*

*New Media Specialist, Office of Public Affairs*

*August 2012 – August 2015*

- Advise the Secretary, Deputy Secretary, and Chief of Staff, Assistant Secretary for Public Affairs on strategic communications opportunities and engagements, and develop and execute internal and external strategic outreach opportunities for the Secretary, Deputy Secretary, and senior Component leadership
- Develop, coordinate, and implement strategic communications plans for the Department and component agencies' policies and initiatives through a variety of traditional and new media properties, working with senior staff, Federal government agencies, the National Security Council, and the White House
- Lead the strategic planning and on-site execution of more than 300 public and private events for the Secretary and senior Department leadership, including press conferences, television, radio, and print interviews, media engagements, speeches, awards ceremonies, internal Department events, and multilateral engagements with high-ranking international counterparts
- Lead the Department's digital communications outreach, managing all external outreach and engagement on the Department's social media accounts (including the DHS Blog, Facebook, Twitter, YouTube, Instagram, and Flickr) accounts and oversee these efforts at the Department's components and offices
- Perform the duties of lead advance officer for Secretary of Homeland Security Jeh Charles Johnson, planning and personally executing more than thirty trips across the U.S. and in seven countries and scores of events within Washington, D.C. while directly responsible for staffing the Secretary and liaising with the U.S. Secret Service
- Serve as the Department's lead digital strategist major national and international incidents, including deploying to the Federal Emergency Management Agency and U.S. Secret Service to lead digital emergency communications efforts during Hurricane Sandy, the Boston Bombing, and various National Security Special Events
- Plan, implement, and manage stakeholder relationships, media and public engagement for the Department of Homeland Security's Blue Campaign to combat human trafficking and oversee public rebranding efforts

*Press Intern, Office of Public Affairs*

*September 2011 – May 2012*

- Responsible for demonstrating effective media relations in order to disseminate information to local, state, and national reporters through coordination with DHS component agencies
- Directly supported the Press Secretary and Deputy Press Secretaries through the preparation of press releases, media advisories, media lists, press clippings, and briefing materials for former Secretary Janet Napolitano

### **LOEWS CORPORATION**

*Government and External Affairs Staff Assistant*

Washington, DC

*January 2011 – September 2011*

- Conducted research and legislative analysis to produce reports, briefing materials, daily press clippings on finance and environmental issues for the CEOs and senior managers of this Fortune 500 company by demonstrating impeccable research skills, attending Congressional hearings, and representing the firm at trade association functions

### **NEW YORK CITY POLICE DEPARTMENT**

*Public Information and Press Intern*

New York, NY

*Summers 2009 and 2010*

- Worked with uniformed officers and civilians to provide information to local and national reporters on issues affecting the NYPD; Developed and executed multimedia communication strategies for the NYPD and senior leadership

## EDUCATION

### **AMERICAN UNIVERSITY**

*Bachelor of Arts with Honors*

Washington, DC

(b)(6)

- Interdisciplinary Studies in Communication, Law, Economics, Government (School of Public Affairs)
- Public Communication double major (School of Communication)
- Cum Laude, Dean's List, Pi Sigma Alpha Honor Society and Order of Omega Honor Society
- Study Abroad in Rome, Italy

## SKILLS

- Intermediate Spanish language ability; Basic Italian language ability
- Proficient in Microsoft Office, Mac OS, CisionPoint, LexisNexis, Lotus Notes, iMovie, Shadow TV, and LightRoom; All major social media platforms and social media listening software



## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WATERS, ERIN M				2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 07/27/14			
FIRST ACTION				SECOND ACTION							
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT		6-A. Code		6-B. Nature of Action					
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311		6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number NEW MEDIA SPECIALIST 90506267 035536				15. TO: Position Title and Number NEW MEDIA SPECIALIST 90583297 056441							
8. Pay Plan		9. Occ. Code		10. Grade or Level 07		11. Step or Rate 02		12. Total Salary 44,052.00		13. Pay Basis PA	
16. Pay Plan GS		17. Occ. Code 1035		18. Grade or Level 09		19. Step or Rate 01		20. Total Salary/Award 52,146.00		21. Pay Basis PA	
12A. Basic Pay 35,463.00		12B. Locality Adj. 8,589.00		12C. Adj. Basic Pay 44,052.00		12D. Other Pay .00		20A. Basic Pay 41,979.00		20B. Locality Adj. 10,167.00	
								20C. Adj. Basic Pay 52,146.00		20D. Other Pay .00	
14. Name and Location of Position's Organization				22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of Public Affairs  HS OS0107000000000000 PP 15 2014							
EMPLOYEE DATA											
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%				24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES X NO			
27. FEGLI C0 BASIC				28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0 NOT APPLICABLE			
30. Retirement Plan K FERS AND FICA				31. Service Comp. Date (Leave) 08/13/12		32. Work Schedule F FULL TIME		33. Part-Time Hours Per Biweekly Pay Period			
POSITION DATA											
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888	
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC							
40. Agency Data		41.		42.		43.		44.			
45. Remarks FROZEN SERVICE: 00YRS. 00MOS. CREDITABLE MILITARY SERVICE: NONE. PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS OR FERS-RAE.											
46. Employing Department or Agency HOMELAND SECURITY				50. Signature/Authentication and Title of Approving Official E/S BY: (b)(6) EXECUTIVE DIRECTOR, HRMS							
47. Agency Code HS OS		48. Personnel Office ID 5500		49. Approval Date 08/06/14							

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WATERS, ERIN M				2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 09/20/15			
FIRST ACTION				SECOND ACTION							
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT		6-A. Code		6-B. Nature of Action					
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311		6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number NEW MEDIA SPECIALIST 90583297 056441				15. TO: Position Title and Number DIRECTOR OF STRATEGIC COMMUNICATIONS 90622968 060033							
8. Pay Plan		9. Occ. Code		10. Grade or Level 09		11. Step or Rate 02		12. Total Salary 54,423.00		13. Pay Basis PA	
12A. Basic Pay 43,812.00		12B. Locality Adj. 10,611.00		12C. Adj. Basic Pay 54,423.00		12D. Other Pay .00		16. Pay Plan GS		17. Occ. Code 1035	
								18. Grade or Level 11		19. Step or Rate 01	
								20. Total Salary/Award 63,722.00		21. Pay Basis PA	
12A. Basic Pay 43,812.00				12B. Locality Adj. 10,611.00		12C. Adj. Basic Pay 54,423.00		12D. Other Pay .00		20A. Basic Pay 51,298.00	
										20B. Locality Adj. 12,424.00	
										20C. Adj. Basic Pay 63,722.00	
										20D. Other Pay .00	
14. Name and Location of Position's Organization				22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of Public Affairs  HS OS0107000000000000 PP 20 2015							
EMPLOYEE DATA											
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%				24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite				25. Agency Use		26. Veterans Preference for RIF YES X NO	
27. FEGLI C0 BASIC				28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0 NOT APPLICABLE			
30. Retirement Plan K FERS AND FICA				31. Service Comp. Date (Leave) 08/13/12		32. Work Schedule F FULL TIME				33. Part-Time Hours Per Biweekly Pay Period	
POSITION DATA											
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888	
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC							
40. Agency Data		41.		42.		43.		44.			
45. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. FROZEN SERVICE: 00YRS. 00MOS. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.											
46. Employing Department or Agency HOMELAND SECURITY				50. Signature/Authentication and Title of Approving Official E/S BY: (b)(6) EXECUTIVE DIRECTOR, HRMS							
47. Agency Code HS OS		48. Personnel Office ID 5500		49. Approval Date 10/16/15							

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WATERS, ERIN M				2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 09/18/16			
FIRST ACTION				SECOND ACTION							
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT				6-A. Code		6-B. Nature of Action			
5-C. Code Y7M		5-D. Legal Authority SCHEDULE C 213 3311				6-C. Code		6-D. Legal Authority			
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority			
7. FROM: Position Title and Number DIRECTOR OF STRATEGIC COMMUNICATIONS 90622968 060033						15. TO: Position Title and Number DIRECTOR OF STRATEGIC COMMUNICATIONS 90662186 063365					
8. Pay Plan		9. Occ. Code		10. Grade or Level 11		11. Step or Rate 02		12. Total Salary 66,805.00		13. Pay Basis PA	
12A. Basic Pay 53,538.00		12B. Locality Adj. 13,267.00		12C. Adj. Basic Pay 66,805.00		12D. Other Pay .00		16. Pay Plan GS		17. Occ. Code 1035	
								18. Grade or Level 12		19. Step or Rate 01	
								20. Total Salary/Award 77,490.00		21. Pay Basis PA	
12A. Basic Pay 53,538.00						12B. Locality Adj. 13,267.00		12C. Adj. Basic Pay 66,805.00		12D. Other Pay .00	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of Public Affairs  HS OS0107000000000000 PP 19 2016					
EMPLOYEE DATA											
23. Veterans Preference 1 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES X NO	
27. FEGLI C0 BASIC						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0 NOT APPLICABLE	
30. Retirement Plan K FERS AND FICA				31. Service Comp. Date (Leave) 08/13/12		32. Work Schedule F FULL TIME				33. Part-Time Hours Per Biweekly Pay Period	
POSITION DATA											
34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888	
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC							
40. Agency Data		41.		42.		43.		44.			
45. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. FROZEN SERVICE: 00YRS 00MOS CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE:PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.											
46. Employing Department or Agency HOMELAND SECURITY						50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: (b)(6) ACTING EXECUTIVE DIRECTOR, HRMS					
47. Agency Code HS OS		48. Personnel Office ID 5500		49. Approval Date 09/27/16							



## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WATERS, ERIN M				2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 01/23/17			
<b>FIRST ACTION</b>				<b>SECOND ACTION</b>							
5-A. Code 190		5-B. Nature of Action PROVISIONAL APPT NTE 04/22/17				6-A. Code		6-B. Nature of Action			
5-C. Code Y7M		5-D. Legal Authority SCH C 213.33XX				6-C. Code		6-D. Legal Authority			
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority			
7. FROM: Position Title and Number						15. TO: Position Title and Number DIRECTOR OF STRATEGIC COMMUNICATIONS 90662186 063365					
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis	
12A. Basic Pay		12B. Locality Adj. .00		12C. Adj. Basic Pay		12D. Other Pay .00		16. Pay Plan GS		17. Occ. Code 1035	
								18. Grade or Level 12		19. Step or Rate 01	
								20. Total Salary/Award 79,720.00		21. Pay Basis PA	
20A. Basic Pay 62,722.00		20B. Locality Adj. 16,998.00		20C. Adj. Basic Pay 79,720.00		20D. Other Pay .00					
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of Public Affairs  HS OS0107000000000000 PP 03 2017					
<b>EMPLOYEE DATA</b>											
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES X NO	
27. FEGLI C0 BASIC						28. Annuitant Indicator 9 NOT APPLICABLE		29. Pay Rate Determinant 0 NOT APPLICABLE			
30. Retirement Plan K FERS AND FICA				31. Service Comp. Date (Leave) 08/13/12		32. Work Schedule F FULL TIME		33. Part-Time Hours Per Biweekly Pay Period			
<b>POSITION DATA</b>											
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888	
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC							
40. Agency Data		41.		42.		43.		44.			
45. Remarks HEALTH BENEFITS COVERAGE CONTINUES. APPT IS ON A PROVISIONAL BASIS. YOU ARE ELIGIBLE FOR RETIREMENT COVERAGE FOR FEHB AND FEGLI. IF YOUR PERFORMANCE IS SATISFACTORY, & YOU MEET ALL LEGAL QUALIFICATIONS & OTHER APPLICABLE REQMTS, YOU MAY BE CONVERTED TO NONTEMP APPT BEFORE THIS APPT EXPIRES. APPOINTMENT AFFIDAVIT EXECUTED 1/23/2017 OPF MAINTAINED BY DHS HQ FROZEN SERVICE: 00 YRS. 00 MOS. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. ALL INFORMATION SUBJECT TO VERIFICATION UPON RECEIPT OF THE MERGED RECORDS PERSONNEL FOLDER.											
46. Employing Department or Agency HOMELAND SECURITY						50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: (b)(6) EXECUTIVE DIRECTOR, HRMS					
47. Agency Code HS OS		48. Personnel Office ID 5500		49. Approval Date 01/23/17							

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WATERS, ERIN M				2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 08/20/17			
FIRST ACTION				SECOND ACTION							
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT		6-A. Code		6-B. Nature of Action					
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311		6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number DIRECTOR OF STRATEGIC COMMUNICATIONS 90662186 063365				15. TO: Position Title and Number ADVANCE COORDINATOR 90770801 066782							
8. Pay Plan 1035		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis	
16. Pay Plan GS		17. Occ. Code 0301		18. Grade or Level 12		19. Step or Rate 01		20. Total Salary/Award 79,720.00		21. Pay Basis PA	
12A. Basic Pay		12B. Locality Adj. .00		12C. Adj. Basic Pay		12D. Other Pay .00		20A. Basic Pay 62,722.00		20B. Locality Adj. 16,998.00	
								20C. Adj. Basic Pay 79,720.00		20D. Other Pay .00	
14. Name and Location of Position's Organization				22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of Public Affairs  HS OS0107000000000000 PP 18 2017							
EMPLOYEE DATA											
23. Veterans Preference 1 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%				24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite				25. Agency Use		26. Veterans Preference for RIF YES X NO	
27. FEGLI C0 BASIC				28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0 NOT APPLICABLE			
30. Retirement Plan K FERS AND FICA				31. Service Comp. Date (Leave) 08/13/12		32. Work Schedule F FULL TIME				33. Part-Time Hours Per Biweekly Pay Period	
POSITION DATA											
34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888	
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC							
40. Agency Data		41.		42.		43.		44.			
45. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. FROZEN SERVICE: 00YRS. 00MOS. CREDITABLE MILITARY SERVICE:NONE PREVIOUS RETIREMENT COVERAGE:PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.											
46. Employing Department or Agency HOMELAND SECURITY				50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY:(b)(6) EXECUTIVE DIRECTOR, HRMS							
47. Agency Code HS OS		48. Personnel Office ID 5500		49. Approval Date 09/07/17							

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WATERS, ERIN M					2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 08/13/12						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action								
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number					15. TO: Position Title and Number NEW MEDIA SPECIALIST 90506267 035536										
8. Pay Plan GS		9. Occ. Code 1035		10. Grade/Level 07		11. Step/Rate 01		12. Total Salary/Award 42,209.00		13. Pay Basis PA					
12A. Basic Pay		12B. Locality Adj. .00		12C. Adj. Basic Pay		12D. Other Pay .00		20A. Basic Pay 33,979.00		20B. Locality Adj. 8,230.00		20C. Adj. Basic Pay 42,209.00		20D. Other Pay .00	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of Public Affairs  HS OS0107000000000000 PP 17 2012										
<b>EMPLOYEE DATA</b>					24. Tenure		25. Agency Use		26. Veterans Preference for RIF						
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite				YES X NO						
27. FEGLI C0 BASIC					28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0						
30. Retirement Plan K FERS AND FICA			31. Service Comp. Date (Leave) 08/13/12		32. Work Schedule F FULL TIME			33. Part-Time Hours Per Biweekly Pay Period							
<b>POSITION DATA</b>					35. FLSA Category		36. Appropriation Code		37. Bargaining Unit Status						
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved					E E - Exempt N - Nonexempt				8888						
38. Duty Station Code 11-0010-001					39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC										
40. Agency Data		41.		42.		43.		44.							
45. Remarks APPOINTMENT AFFIDAVIT EXECUTED 08/13/12. OPF MAINTAINED BY DHS-HQ. CREDITABLE MILITARY SERVICE: NONE. FROZEN SERVICE: 00 YRS 00MOS. PREVIOUS RETIREMENT COVERAGE: NEVER COVERED. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS.															
46. Employing Department or Agency HOMELAND SECURITY					50. Signature/Authentication and Title of Approving Official E/S BY: (b)(6) ACTING EXECUTIVE DIRECTOR, HRMS										
47. Agency Code HS OS		48. Personnel Office ID 5500		49. Approval Date 08/29/12											



## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>WEIN, MATTHEW J</b>	2. Social Security Number <b>(b)(6)</b>	3. Date of Birth	4. Effective Date <b>6/20/2010</b>
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### FIRST ACTION

5-A. Code <b>570</b>	5-B. Nature of Action <b>CONV TO EXC APPT</b>
5-C. Code <b>Y7M</b>	5-D. Legal Authority <b>SCH C 213 3311</b>
5-E. Code	5-F. Legal Authority

### SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number  
**SPECIAL ASSISTANT TO THE CHIEF OF STAF**  
**90290824 026801**

15. TO: Position Title and Number  
**SPECIAL ASSISTANT TO THE CHIEF OF STAF**  
**90334379 030310**

8. Pay Plan	9. Occ. Code	10. Grade/Level <b>09</b>	11. Step/Rate	12. Total Salary <b>51,630.00</b>	13. Pay Basis <b>PA</b>	16. Pay Plan	17. Occ. Code <b>0301</b>	18. Grade/Level <b>11</b>	19. Step/Rate <b>01</b>	20. Total Salary/Award <b>62,467.00</b>	21. Pay Basis <b>PA</b>
12A. Basic Pay <b>41,563.00</b>	12B. Locality Adj. <b>10,067.00</b>	12C. Adj. Basic Pay <b>51,630.00</b>	12D. Other Pay <b>.00</b>	20A. Basic Pay <b>50,287.00</b>	20B. Locality Adj. <b>12,180.00</b>	20C. Adj. Basic Pay <b>62,467.00</b>	20D. Other Pay <b>.00</b>				

14. Name and Location of Position's Organization

22. Name and Location of Position's Organization  
**IMMEDIATE OFFICE OF THE SECRETARY**  
**OPS COORD & PLANNING DIR**  
  
**HS OS0300000000000000 PP 13 2010**

### EMPLOYEE DATA

23. Veterans Preference	24. Tenure	25. Agency Use	26. Veterans Preference for RIF
<b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	<b>3</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		<b>X</b> YES NO

27. FEGLI <b>B0</b> <b>WAIVED</b>	28. Annuitant Indicator <b>9</b> <b>NOT APPLICABLE</b>	29. Pay Rate Determinant <b>0</b>
30. Retirement Plan <b>K</b> <b>FERS AND FICA</b>	31. Service Comp. Date (Leave) <b>6/22/2009</b>	32. Work Schedule <b>F</b> <b>FULL TIME</b>
		33. Part-Time Hours Per Biweekly Pay Period

### POSITION DATA

34. Position Occupied	35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
<b>2</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	<b>E</b> E - Exempt N - Nonexempt		<b>8888</b>
38. Duty Station Code <b>11-0010-001</b>	39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>		

40. Agency Data	41.	42.	43.	44.
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45. Remarks

**FROZEN SERVICE: 00YRS. 00MOS.**  
**CREDITABLE MILITARY SERVICE: 00YRS. 00MOS.**  
**PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED.**  
**EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS.**

46. Employing Department or Agency <b>HOMELAND SECURITY</b>	50. Signature/Authentication and Title of Approving Official E/S BY: <b>(b)(6)</b> <b>EXECUTIVE DIRECTOR, HRMS</b>	
47. Agency Code <b>HS OS</b>	48. Personnel Office ID <b>5500</b>	49. Approval Date <b>6/28/2010</b>

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WEIN, MATTHEW J				2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 01/05/12				
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>							
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT			6-A. Code		6-B. Nature of Action					
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311			6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number SPECIAL ASSISTANT TO THE CHIEF OF STAF  90384860 032956					15. TO: Position Title and Number POLICY ANALYST 90397413 033950							
8. Pay Plan		9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 0301	18. Grade/Level 12	19. Step/Rate 01	20. Total Salary/Award 74,872.00	21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj. .00	12C. Adj. Basic Pay		12D. Other Pay .00	20A. Basic Pay 60,274.00		20B. Locality Adj. 14,598.00	20C. Adj. Basic Pay 74,872.00		20D. Other Pay .00	
14. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OPS COORD & PLANNING DIR					22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM ASST SEC FOR POLICY Asst Sec/DAS Intrntnl Aff  HS OS0112020000000000 PP 01 2012							
<b>EMPLOYEE DATA</b>					24. Tenure		25. Agency Use		26. Veterans Preference for RIF			
23. Veterans Preference	1 - None	3 - 10-Point/Disability	5 - 10-Point/Other	6 - 10-Point/Compensable/30%	3	0 - None	2 - Conditional	1 - Permanent	3 - Indefinite	YES	X	NO
27. FEGLI					28. Annuitant Indicator		29. Pay Rate Determinant					
B0	WAIVED				9	NOT APPLICABLE		0				
30. Retirement Plan			31. Service Comp. Date (Leave)		32. Work Schedule		33. Part-Time Hours Per					
K	FERS AND FICA		06/22/09		F	FULL TIME	Biweekly	Pay Period				
<b>POSITION DATA</b>					35. FLSA Category		36. Appropriation Code		37. Bargaining Unit Status			
2	1 - Competitive Service	3 - SES General	E	E - Exempt	N - Nonexempt	8888						
38. Duty Station Code			39. Duty Station (City - County - State or Overseas Location)									
11-0010-001			WASHINGTON DIST OF COLUMBIA DC									
40. Agency Data		41.	42.	43.	44.							
45. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. FROZEN SERVICE: 00 YRS. 00 MOS. CREDITABLE MILITARY SERVICE: NONE. PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS.												
46. Employing Department or Agency HOMELAND SECURITY					50. Signature/Authentication and Title of Approving Official E/S BY: (b)(6) EXECUTIVE DIRECTOR, HRMS							
47. Agency Code		48. Personnel Office ID		49. Approval Date								
HS OS		5500		01/11/12								

## William J. Mitchelson

(b)(6)

### Education

New York University  
Leonard N. Stern School of Business  
Bachelor of Science in Business and Political Economy  
with a Minor in Middle Eastern Studies

New York, NY

(b)(6)

Summa Cum Laude  
GPA: 3.880

### Experience

#### White House Travel Office

01/2017 – Present

Staff Assistant

- Coordinated travel logistics for, and advanced, the trip of 100+ members of the White House Press Corps accompanying the President on international trips to Rome, Italy, Warsaw, Poland, and Tokyo, Japan, and domestic trips to the United Nations General Assembly in New York, New York, and Honolulu, Hawaii;
- Planned and executed press charter arrival and departure, ground transportation, hotel accommodations, Press Filing Center setup and operation, meals, credentials, and security for the traveling press;
- Represented the White House and the press in negotiations with foreign government entities, including foreign ministries, airport authorities, customs officials, and police regarding customs and immigration, transit logistics, and police escort for the White House Press Corps, as well as with foreign business enterprises, including hotels and transportation firms, on contracts in excess of \$300,000.
- Developed and directed complex multi-vehicle, multi-event transportation plans to ensure timely movement of the press to cover Presidential events;
- Set up and operated the Press Filing Center as a press briefing room for press briefings conducted by the White House Press Secretary, the Secretary of State, the Secretary of the Treasury, and the Ambassador to the United Nations.
- Oversaw the acquisition, tracking, and safekeeping of all Diplomatic/Official passports for White House staff, including the President and First Family;
- Directed the visa application and acquisition process for White House staff and members of the White House Press Corps in advance of Presidential foreign trips to Japan, Korea, China, and Vietnam.
- Managed all Travel Office administrative tasks, including maintenance of physical and digital records systems and office supply stock.

#### 58<sup>th</sup> Presidential Inaugural Committee

12/2016 - 1/2017

Credentials Coordinator

- Managed the credentialing process, from data collection to distribution, for over 15,000 staff, volunteers, parade participants, and vendors for the 58<sup>th</sup> Presidential Inauguration, ensuring all necessary individuals were properly background checked and credentialed for access;
- Coordinated with the United States Secret Service, the U.S. Capitol Police, and the Joint Congressional Committee on Inaugural Ceremonies on behalf of the Presidential Inaugural Committee on all aspects of credentialing;
- Oversaw access control and resolved access issues at the USSS magnetometer line for the Candlelight Dinner and the Freedom and Liberty Inaugural Balls.
- Managed teams of volunteers responsible for providing assistance to event guests in accordance with the service requirements of the Americans with Disabilities Act at the Freedom and Liberty Inaugural Balls.

#### Republican Party of Wisconsin

7/2016 - 12/2016

Field Director

- Coordinated campaign field program on behalf of the RNC and RPW for the Donald J. Trump for President and Ron Johnson for Senate campaigns;



- Committee on Arrangements 3/2016 - 7/2016 Executive Office  
Assistant for the 2016 Republican National Convention

- |                                       |                 |                         |
|---------------------------------------|-----------------|-------------------------|
| Office of Governor Sam Brownback (KS) | 6/2015 - 8/2015 | Legal and Budget Intern |
|---------------------------------------|-----------------|-------------------------|

- |  |                 |                  |
|--|-----------------|------------------|
| National Republican Senatorial Committee | 6/2014 - 8/2014 | Political Intern |
|--|-----------------|------------------|

- |   |                 |                    |
|---|-----------------|--------------------|
| Office of U.S. Senator Jerry Moran (KS) | 5/2013 - 8/2013 | Legislative Intern |
|---|-----------------|--------------------|

- ## Activities and Honors

- AMERICAN  
OVERSIGHT

# Request for Schedule C Appointing Authority

Agency Name: DEPARTMENT OF HOMELAND SECURITY

Print Date: 05/08/2018

POC: (b)(6)

Phone: (b)(6)

Fax:

Request No: DM180200

Request Type: APPOINTMENT

Position: REGULAR C

Candidate: MEREDITH WILLIAMS

Grade/Step: GS13/1

Salary: \$96,970

Position No: DMG503171

Title: SENIOR ADVISOR

Series: 00301

Desc: MISCELLANEOUS ADMINISTRATION AND PROGRAM

Date PD certified as Schedule C per 5 CFR 213.3301(a): 05/08/2018

Organization ID: 1030

Org. Name: OFFICE OF THE EXECUTIVE SECRETARIAT

Supervisor No: (b)(6)

Supv. Title: EXECUTIVE SECRETARY

Supervisor Name: SCOTT KRAUSE

Supv. Position Type: NONCAREER

GEO Location: WASHINGTON

## Schedule C Certification Statement

Under 5 CFR 213.3301(a), the position listed above is excepted from the competitive service because of its confidential or policy-determining character. Per 5 CFR 213.3301(b), I certify that the Schedule C appointment for this position, was not created solely or primarily for the purpose of detailing the appointee to the White House.

Department / Agency Head or Designee

Signature:

Date Signed:

5/8/2018

Agency White House Liaison

Name:

Phone:

(b)(6)

Signature:

Date Signed:

5/8/2018

## OPM USE ONLY

☒ Approved

☐ Disapproved

☐ Return without Action

OPM Approving Off:

Date Signed:

5/9/18

Email to: Senior Executive Resource Services at SERS@OPM.GOV

Source: Office of Personnel Management

Report 1019, Version March 2018

# REGAN WILLIAMS

(b)(6)

## WORK HISTORY

Congressman Gary Palmer, Washington, DC  
Staff/Research Assistant 05/2015 Current

- Assisted in writing the Congressman's position in correspondence to constituents regarding healthcare, education and animal policy.
- Answered high volumes of constituent concerns, dispersed messages to appropriate staff member and relayed the Congressman's position on policy and legislation to callers.

The Alabama Policy Institute, Birmingham, Alabama  
Junior Fellow 09/2014 05/2015

- Conducted extensive research on policy topics such as Medicaid and conservative budget solutions.
- Responsible for office management tasks, as well as opening and closing the office.

The Campaign to Elect Arnold Mooney for the State Legislature, Birmingham, Alabama  
Grassroots Organizer- 6/2014- 7/2014

- Ran a small grassroots team that knocked on 3000 doors in 10 days.
- Assisted in data entry for get out the vote movement for the campaign.

Chick-fil-a 5Points and Northport, Birmingham, AL  
Training Director/Team Leader - 8/2001- 05/2014 and 10/2014 - 05/2015

- Managed a team of sixty employees in the day-to-day running of the store.
- Responsible for all training in the store and created an orientation process for all new employees.
- Coordinated all decisions regarding establishment's drive thru, serving over 1200 customers daily.

Congressman Spencer Bachus, Washington, DC  
Paid Intern - 05/2013-08/2013

- Directly assisted the Congressman in day-to-day office work, assisted in constituent services and conducted research for the legislative affairs team.
- Served as an interim staff assistant which required working with the legislative assistants to help prepare the Congressman's materials for the next day.

Vestavia Hills High School, Vestavia Hills, Alabama  
High School Debate Judge - 08/2010- 05/2014

- Judged and critiqued debate rounds on both the local and national debate circuit.
- Assisted in student instruction, debate preparation and tournament logistics.

## COLLEGIATE AND COMMUNITY INVOLVEMENT

- ❖ Secretary, Greater Birmingham Young Republicans, 2014- 05/2015
- ❖ Columnist, the *Crimson White* newspaper, 2013-2014
- ❖ Student Director for SGA VP of Student Affairs 04/2013-04/2014
- ❖ Chairman, University of Alabama College Republicans, 2012-2013
- ❖ Student Senator, Student Government Association 4/2012-4/2013

## EDUCATION

Bachelor of Arts: Political Science and Communication Studies, (b)(6)  
University of Alabama - Tuscaloosa, AL

- ❖ Dean's list: Fall (b)(6)
- ❖ Honor Societies: Sigma Alpha Lamda and Lamda Pi Eta Honors Fraternity



## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>WILSON, JESSICA R</b>					2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>03/07/16</b>						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
5-A. Code <b>170</b>		5-B. Nature of Action <b>EXC APPT</b>			6-A. Code		6-B. Nature of Action								
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3301A</b>			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number					15. TO: Position Title and Number <b>SPECIAL ASSISTANT 90638429 061351</b>										
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis		16. Pay Plan <b>GS</b>	17. Occ. Code <b>0301</b>	18. Grade or Level <b>09</b>	19. Step or Rate <b>01</b>	20. Total Salary/Award <b>53,435.00</b>		21. Pay Basis <b>PA</b>
12A. Basic Pay		12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>42,823.00</b>		20B. Locality Adj. <b>10,612.00</b>		20C. Adj. Basic Pay <b>53,435.00</b>		20D. Other Pay <b>.00</b>	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of Legislative Affairs  HS OS0108000000000000 PP 05 2016</b>										
<b>EMPLOYEE DATA</b>															
23. Veterans Preference <b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%					24. Tenure <b>3</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF <b>YES X NO</b>					
27. FEGLI <b>B0 WAIVED</b>					28. Annuitant Indicator <b>9 NOT APPLICABLE</b>					29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>					
30. Retirement Plan <b>KF FERS (FRAE)</b>				31. Service Comp. Date (Leave) <b>03/07/16</b>		32. Work Schedule <b>F FULL TIME</b>				33. Part-Time Hours Per Biweekly Pay Period					
<b>POSITION DATA</b>															
34. Position Occupied <b>2</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status <b>8888</b>					
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>											
40. Agency Data		41.		42.		43.		44.							
45. Remarks APPOINTMENT AFFIDAVIT EXECUTED 3/7/16 ELECTED NOT TO ENROLL FOR HEALTH BENEFITS. OPF MAINTAINED BY DHS-HQ POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. FROZEN SERVICE: 00YRS. 00MOS. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. CREDITABLE MILITARY SERVICE: 00YRS. 00MOS. PREVIOUS RETIREMENT COVERAGE: FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI): YOU ARE AUTOMATICALLY ENROLLED IN BASIC COVERAGE. YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ELECT OPTIONAL COVERAGE. SEND YOUR COMPLETED SF-2817 TO <a href="https://fhrnavigator.com/frbweb/logon.do?operation=index&amp;client=dhshq">HTTPS://FHRNAVIGATOR.COM/FRBWEB/LOGON.DO?OPERATION=INDEX&amp;CLIENT=DHSHQ</a> TO GET MORE INFORMATION AND USE THE FEGLI CALCULATOR, VISIT <a href="http://www.opm.gov/insure/life">HTTP://WWW.OPM.GOV/INSURE/LIFE</a> . FLEXIBLE SPENDING ACCOUNT (FSA): *** REMARKS CONTINUED ON THE NEXT PAGE ***															
46. Employing Department or Agency <b>HOMELAND SECURITY</b>								50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: (b)(6)</b> <b>EXECUTIVE DIRECTOR, HRMS</b>							
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>03/22/16</b>											

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>WILSON, JESSICA R</b>					2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>03/07/16</b>														
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>																		
5-A. Code <b>170</b>		5-B. Nature of Action <b>EXC APPT</b>			6-A. Code		6-B. Nature of Action																
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3301A</b>			6-C. Code		6-D. Legal Authority																
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority																
7. FROM: Position Title and Number					15. TO: Position Title and Number <b>SPECIAL ASSISTANT 90638429 061351</b>																		
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis		16. Pay Plan <b>GS</b>		17. Occ. Code <b>0301</b>		18. Grade or Level <b>09</b>		19. Step or Rate <b>01</b>		20. Total Salary/Award <b>53,435.00</b>		21. Pay Basis <b>PA</b>	
12A. Basic Pay		12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>42,823.00</b>		20B. Locality Adj. <b>10,612.00</b>		20C. Adj. Basic Pay <b>53,435.00</b>		20D. Other Pay <b>.00</b>									
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of Legislative Affairs  HS OS0108000000000000 PP 05 2016</b>																		
<b>EMPLOYEE DATA</b>																							
23. Veterans Preference <b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%					24. Tenure <b>3</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite					25. Agency Use			26. Veterans Preference for RIF <b>YES X NO</b>										
27. FEGLI <b>B0 WAIVED</b>					28. Annuitant Indicator <b>9 NOT APPLICABLE</b>					29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>													
30. Retirement Plan <b>KF FERS (FRAE)</b>					31. Service Comp. Date (Leave) <b>03/07/16</b>					32. Work Schedule <b>F FULL TIME</b>					33. Part-Time Hours Per Biweekly Pay Period								
<b>POSITION DATA</b>																							
34. Position Occupied <b>2</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved					35. FLSA Category <b>E</b> E - Exempt N - Nonexempt					36. Appropriation Code					37. Bargaining Unit Status <b>8888</b>								
38. Duty Station Code <b>11-0010-001</b>					39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>																		
40. Agency Data		41.		42.		43.		44.															
45. Remarks *** REMARKS CONTINUED *** YOU HAVE 60 DAYS FROM THE DATE OF HIRE BUT NO LATER THAN OCT 1ST TO ENROLL IN A HEALTH CARE OR DEPENDENT CARE FSA. IF HIRED ON/AFTER OCT 1ST YOU WILL BE ELIGIBLE TO ENROLL DURING THE FSA OPEN SEASON. TO GET MORE INFORMATION AND ENROLL ONLINE, VISIT WWW.FSAFED.COM. ONLINE ENROLLMENT IS MANDATORY. FEDERAL DENTAL AND VISION PROGRAM (FEDVIP): YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ENROLL IN A SUPPLEMENTAL DENTAL AND/OR VISION PLAN. TO GET MORE INFORMATION AND ENROLL ONLINE, VISIT WWW.BENEFEDS.COM ONLINE ENROLLMENT IS MANDATORY. THRIFT SAVINGS PLAN (TSP): YOU ARE ELIGIBLE TO CONTRIBUTE TO TSP. YOU ARE AUTOMATICALLY ENROLLED AT THE RATE OF 3%. TO INCREASE OR DECREASE YOUR CONTRIBUTION AMOUNT, COMPLETE A TSP-1 AND SEND IT TO <b>(b)(6)</b> *** REMARKS CONTINUED ON THE NEXT PAGE ***																							
46. Employing Department or Agency <b>HOMELAND SECURITY</b>										50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: (b)(6)</b> <b>EXECUTIVE DIRECTOR, HRMS</b>													
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>			49. Approval Date <b>03/22/16</b>																		

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>WILSON, JESSICA R</b>					2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>03/07/16</b>		
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>						
5-A. Code <b>170</b>		5-B. Nature of Action <b>EXC APPT</b>			6-A. Code		6-B. Nature of Action				
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3301A</b>			6-C. Code		6-D. Legal Authority				
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority				
7. FROM: Position Title and Number					15. TO: Position Title and Number <b>SPECIAL ASSISTANT 90638429 061351</b>						
8. Pay Plan <b>GS</b>		9. Occ. Code <b>0301</b>		10. Grade or Level <b>09</b>		19. Step or Rate <b>01</b>		20. Total Salary/Award <b>53,435.00</b>		21. Pay Basis <b>PA</b>	
12A. Basic Pay <b>42,823.00</b>		12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay <b>.00</b>		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>42,823.00</b>		20B. Locality Adj. <b>10,612.00</b>	
								20C. Adj. Basic Pay <b>53,435.00</b>		20D. Other Pay <b>.00</b>	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of Legislative Affairs</b>  <b>HS OS0108000000000000 PP 05 2016</b>						
<b>EMPLOYEE DATA</b>											
23. Veterans Preference <b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%					24. Tenure <b>3</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF <b>YES X NO</b>		
27. FEGLI <b>B0 WAIVED</b>					28. Annuitant Indicator <b>9 NOT APPLICABLE</b>			29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>			
30. Retirement Plan <b>KF FERS (FRAE)</b>				31. Service Comp. Date (Leave) <b>03/07/16</b>		32. Work Schedule <b>F FULL TIME</b>			33. Part-Time Hours Per Biweekly Pay Period		
<b>POSITION DATA</b>											
34. Position Occupied <b>2</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status <b>8888</b>		
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>							
40. Agency Data		41.		42.		43.		44.			
45. Remarks *** REMARKS CONTINUED *** FERS EMPLOYEES ONLY: YOU WILL IMMEDIATELY RECEIVE AN AGENCY AUTOMATIC CONTRIBUTION OF 1% OF YOUR PAY AND QUALIFY FOR UP TO 4% MATCHING. TO GET INFORMATION, VISIT <a href="http://WWW.TSP.GOV/FORMS/TSPBK08.PDF">WWW.TSP.GOV/FORMS/TSPBK08.PDF</a> FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP) YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO APPLY FOR COVERAGE USING THE ABBREVIATED UNDERWRITING APPLICATION. TO GET MORE INFORMATION AND APPLY ONLINE, VISIT <a href="http://WWW.LTCFEDS.COM">WWW.LTCFEDS.COM</a> . YOU MAY APPLY ONLINE OR DOWNLOAD AN APPLICATION.											
46. Employing Department or Agency <b>HOMELAND SECURITY</b>					50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: (b)(6)</b> <b>EXECUTIVE DIRECTOR, HRMS</b>						
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>03/22/16</b>							



Naomi Wilson

(b)(6)

### Education

**The Bush School of Government and Public Service at Texas A&M** – (b)(6) GPA: 3.93

M.A. International Affairs, National Security & Diplomacy

Concentrations: China Studies, Middle East Studies, & Diplomacy

Capstone Project: *Implementation of the Joint Duty Program at CIA* – project contracted by CIA

Awards: 104<sup>th</sup> Congressional Fellowship recipient for academic years (b)(6); Phi Kappa Phi Honor Society

**Colby College, Waterville, ME** – (b)(6), cum laude. Dean's List (all semesters)

Major: English

English Honors - Senior Thesis: Distinction in the Major

**Peking University, Beijing, China** – (b)(6)

China Studies Institute - Immersion Chinese language study (Mandarin)

Participated in end-of-semester study trip examining ethnic minorities in China

**Johns Hopkins School of Advanced International Studies (SAIS)**

Intensive Chinese – Summer (b)(6)

Principles and Practices of Conflict Management – Summer (b)(6)

**Yale Summer Session** – (b)(6)

Urban Politics and Policy

**Semester Abroad in Grenoble, France with Swarthmore College** (b)(6)

Université Stendhal; Centre Universitaire d'Études Françaises de Grenoble

### Work Experience

**U.S. Department of State – Bureau of Population, Refugees, and Migration, Washington, DC**

Multilateral Coordination & External Relations Intern, June 2011 – August 2011

Supervisor: (b)(6)

**United States Senate Committee on Homeland Security and Governmental Affairs, Washington, DC**

Staff Assistant, March 2009 – March 2010

Research Assistant/Legislative Correspondent, March 2010 – July 2010

Supervisor: (b)(6)

**Center for Strategic and International Studies, Washington, DC**

Homeland Security Program Intern, September 2008 – March 2009

Supervisor: (b)(6)

**Department of State - U.S. Mission to the UN, Geneva, Switzerland**

Intern for Refugee and Migration Affairs & Public Affairs offices, February – May 2008

Supervisor: (b)(6)

**Changzhou International School, Changzhou, China**

Conversational English Teacher, September 2007 – December 2007

### Special Qualifications

~ Advanced-low Chinese (Mandarin)

~ Fluent French

~ Excellent communication and writing skills

(b)(6)

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WILSON, NAOMI R				2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 12/13/15			
FIRST ACTION				SECOND ACTION							
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT		6-A. Code		6-B. Nature of Action					
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311		6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number POLICY ADVISOR 90594040 057523				15. TO: Position Title and Number DEPUTY DIRECTOR FOR ASIA PACIFIC 90629106 060583							
8. Pay Plan		9. Occ. Code		10. Grade or Level 12		11. Step or Rate 02		12. Total Salary 78,924.00		13. Pay Basis PA	
16. Pay Plan GS		17. Occ. Code 0301		18. Grade or Level 13		19. Step or Rate 01		20. Total Salary/Award 90,823.00		21. Pay Basis PA	
12A. Basic Pay 63,536.00		12B. Locality Adj. 15,388.00		12C. Adj. Basic Pay 78,924.00		12D. Other Pay .00		20A. Basic Pay 73,115.00		20B. Locality Adj. 17,708.00	
								20C. Adj. Basic Pay 90,823.00		20D. Other Pay .00	
14. Name and Location of Position's Organization				22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM ASST SEC FOR POLICY  HS OS0112000000000000 PP 25 2015							
EMPLOYEE DATA											
23. Veterans Preference 1 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%				24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES X NO			
27. FEGLI B0 WAIVED				28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0 NOT APPLICABLE			
30. Retirement Plan K FERS AND FICA				31. Service Comp. Date (Leave) 06/24/11		32. Work Schedule F FULL TIME		33. Part-Time Hours Per Biweekly Pay Period			
POSITION DATA											
34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code		37. Bargaining Unit Status 8888			
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC							
40. Agency Data		41.		42.		43.		44.			
45. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. FROZEN SERVICE: 00YRS. 00MOS. CREDITABLE MILITARY SERVICE: 00YRS. 00MOS. PREVIOUS RETIREMENT COVERAGE:PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.											
46. Employing Department or Agency HOMELAND SECURITY				50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY:(b)(6) EXECUTIVE DIRECTOR, HRMS							
47. Agency Code HS OS		48. Personnel Office ID 5500		49. Approval Date 12/22/15							

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WILSON, NAOMI R				2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 12/14/14			
FIRST ACTION				SECOND ACTION							
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT				6-A. Code		6-B. Nature of Action			
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311				6-C. Code		6-D. Legal Authority			
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority			
7. FROM: Position Title and Number POLICY ADVISOR 90587793 056796						15. TO: Position Title and Number POLICY ADVISOR 90594040 057523					
8. Pay Plan		9. Occ. Code		10. Grade or Level 11		11. Step or Rate 02		12. Total Salary 65,194.00		13. Pay Basis PA	
16. Pay Plan GS		17. Occ. Code 0301		18. Grade or Level 12		19. Step or Rate 01		20. Total Salary/Award 75,621.00		21. Pay Basis PA	
12A. Basic Pay 52,483.00		12B. Locality Adj. 12,711.00		12C. Adj. Basic Pay 65,194.00		12D. Other Pay .00		20A. Basic Pay 60,877.00		20B. Locality Adj. 14,744.00	
								20C. Adj. Basic Pay 75,621.00		20D. Other Pay .00	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM ASST SEC FOR POLICY  HS OS0112000000000000 PP 25 2014					
EMPLOYEE DATA											
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES X NO	
27. FEGLI B0 WAIVED						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0 NOT APPLICABLE	
30. Retirement Plan K FERS AND FICA				31. Service Comp. Date (Leave) 06/24/11		32. Work Schedule F FULL TIME				33. Part-Time Hours Per Biweekly Pay Period	
POSITION DATA											
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888	
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC							
40. Agency Data		41.		42.		43.		44.			
45. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND.											
46. Employing Department or Agency HOMELAND SECURITY						50. Signature/Authentication and Title of Approving Official E/S BY (b)(6) EXECUTIVE DIRECTOR, HRMS					
47. Agency Code HS OS		48. Personnel Office ID 5500		49. Approval Date 12/22/14							



## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WILSON, NAOMI R				2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 09/21/14			
FIRST ACTION				SECOND ACTION							
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT		6-A. Code		6-B. Nature of Action					
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311		6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number CONFIDENTIAL ASSISTANT 90559501 054765				15. TO: Position Title and Number POLICY ADVISOR 90587793 056796							
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis	
16. Pay Plan GS		17. Occ. Code 0301		18. Grade or Level 11		19. Step or Rate 01		20. Total Salary/Award 63,091.00		21. Pay Basis PA	
12A. Basic Pay		12B. Locality Adj. .00		12C. Adj. Basic Pay		12D. Other Pay .00		20A. Basic Pay 50,790.00		20B. Locality Adj. 12,301.00	
								20C. Adj. Basic Pay 63,091.00		20D. Other Pay .00	
14. Name and Location of Position's Organization				22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM ASST SEC FOR POLICY  HS OS0112000000000000 PP 19 2014							
EMPLOYEE DATA											
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%				24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES X NO			
27. FEGLI B0 WAIVED				28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0 NOT APPLICABLE			
30. Retirement Plan K FERS AND FICA				31. Service Comp. Date (Leave) 06/24/11		32. Work Schedule F FULL TIME		33. Part-Time Hours Per Biweekly Pay Period			
POSITION DATA											
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code		37. Bargaining Unit Status 8888			
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC							
40. Agency Data		41.		42.		43.		44.			
45. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. FROZEN SERVICE: 00YRS. 00MOS. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS OR FERS-RAE.											
46. Employing Department or Agency HOMELAND SECURITY				50. Signature/Authentication and Title of Approving Official E/S BY: (b)(6) EXECUTIVE DIRECTOR, HRMS							
47. Agency Code HS OS		48. Personnel Office ID 5500		49. Approval Date 09/29/14							

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WILSON, NAOMI R				2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 12/15/13															
FIRST ACTION						SECOND ACTION																	
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT				6-A. Code		6-B. Nature of Action															
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311				6-C. Code		6-D. Legal Authority															
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority															
7. FROM: Position Title and Number CONFIDENTIAL ASSISTANT 90522168 051040						15. TO: Position Title and Number CONFIDENTIAL ASSISTANT 90559501 054765																	
8. Pay Plan		9. Occ. Code		10. Grade or Level 09		11. Step or Rate 02		12. Total Salary 53,350.00		13. Pay Basis PA		16. Pay Plan GS		17. Occ. Code 0301		18. Grade or Level 11		19. Step or Rate 01		20. Total Salary/Award 62,467.00		21. Pay Basis PA	
12A. Basic Pay 42,948.00		12B. Locality Adj. 10,402.00		12C. Adj. Basic Pay 53,350.00		12D. Other Pay .00		20A. Basic Pay 50,287.00		20B. Locality Adj. 12,180.00		20C. Adj. Basic Pay 62,467.00		20D. Other Pay .00									
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM ASST SEC FOR POLICY  HS OS0112000000000000 PP 25 2013																	
EMPLOYEE DATA																							
23. Veterans Preference 1 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite						25. Agency Use				26. Veterans Preference for RIF YES X NO							
27. FEGLI B0 WAIVED						28. Annuitant Indicator 9 NOT APPLICABLE						29. Pay Rate Determinant 0											
30. Retirement Plan K FERS AND FICA						31. Service Comp. Date (Leave) 06/24/11						32. Work Schedule F FULL TIME				33. Part-Time Hours Per Biweekly Pay Period							
POSITION DATA																							
34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved						35. FLSA Category E E - Exempt N - Nonexempt						36. Appropriation Code						37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001						39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC																	
40. Agency Data		41.		42.		43.		44.															
45. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. FROZEN SERVICE: 00YRS. 00MOS. CREDITABLE MILITARY SERVICE: NONE. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS OR FERS-RAE.																							
46. Employing Department or Agency HOMELAND SECURITY												50. Signature/Authentication and Title of Approving Official E/S BY: (b)(6) EXECUTIVE DIRECTOR, HRMS											
47. Agency Code HS OS		48. Personnel Office ID 5500		49. Approval Date 12/27/13																			

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WILSON, NAOMI R				2. Social Security Number (b)(6)		3. Date of Birth		4. Effective Date 12/11/16			
FIRST ACTION				SECOND ACTION							
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT		6-A. Code		6-B. Nature of Action					
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311		6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number DEPUTY DIRECTOR FOR ASIA PACIFIC 90629106 060583				15. TO: Position Title and Number DEPUTY DIRECTOR FOR ASIA-PACIFIC 90675305 064520							
8. Pay Plan		9. Occ. Code		10. Grade or Level 13		11. Step or Rate 02		12. Total Salary 95,217.00		13. Pay Basis PA	
16. Pay Plan GS		17. Occ. Code 0301		18. Grade or Level 14		19. Step or Rate 01		20. Total Salary/Award 108,887.00		21. Pay Basis PA	
12A. Basic Pay 76,308.00		12B. Locality Adj. 18,909.00		12C. Adj. Basic Pay 95,217.00		12D. Other Pay .00		20A. Basic Pay 87,263.00		20B. Locality Adj. 21,624.00	
								20C. Adj. Basic Pay 108,887.00		20D. Other Pay .00	
14. Name and Location of Position's Organization				22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM ASST SEC FOR POLICY  HS OS0112000000000000 PP 25 2016							
EMPLOYEE DATA											
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%				24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES X NO			
27. FEGLI B0 WAIVED				28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0 NOT APPLICABLE			
30. Retirement Plan K FERS AND FICA				31. Service Comp. Date (Leave) 06/24/11		32. Work Schedule F FULL TIME		33. Part-Time Hours Per Biweekly Pay Period			
POSITION DATA											
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888	
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC							
40. Agency Data		41.		42.		43.		44.			
45. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. FROZEN SERVICE: 00YRS. 00MOS. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE:PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.											
46. Employing Department or Agency HOMELAND SECURITY				50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: (b)(6) EXECUTIVE DIRECTOR, HRMS							
47. Agency Code HS OS		48. Personnel Office ID 5500		49. Approval Date 12/20/16							



# CHAD F. WOLF

(b)(6)

## SUMMARY OF QUALIFICATIONS

- Over 18 years of government and private sector management experience.
- Keen understanding of the Washington political environment and expertise in developing and executing legislative and regulatory strategies to achieve specific business objectives.
- Experienced manager – results driven; team oriented.
- Strategic counselor skilled at aligning business objectives with government relations, public affairs and reputation management.
- Excellent writing and communication skills; ability to work under pressure and tight deadlines.

## PROFESSIONAL EXPERIENCE

### **Wexler | Walker**

*Vice President & Senior Director*

*September 2005-Present  
Washington, DC*

- Provide strategic guidance, policy expertise and engagement execution to corporations, coalitions and non-profit organizations.
- Maintain specialized experience in transportation, defense, homeland security and aviation security sectors.
- Research, forecast and evaluate the effects of agency decisions on clients through public sources, political intelligence and personal contacts.
- Evaluate proposed legislation and agency rulemaking to determine possible impact on clients.
- Devise and implement legislative and regulatory strategies to influence Executive Branch and Congressional decision making beneficial to client interests.
- Maintain regular contact with Congressional staff, select government agencies and private sector organizations that affect client issues.
- Appear on CNN, C-SPAN, FOX News and FOX News Radio to discuss aviation security policies and procedures.

### **U.S. Department of Homeland Security (DHS)**

#### **Transportation Security Administration (TSA)**

*Assistant Administrator for Transportation Security Policy (Sept. 2004 – Oct. 2005)*

*Deputy Assistant Administrator (May 2004 – September 2004)*

*Chief of Staff (May 2002 – May 2004)*

*April 2002-October 2005  
Washington, DC*

- Appointed by President George W. Bush (Senior Executive Service position) to oversee and direct TSA's policy office.
- Served as principal advisor to the Administrator of TSA on the effective development of policies, legislative initiatives, regulations and plans for transportation security.
- Maintained broad political and policy situational awareness for transportation security matters.
- Identified agency needs for legislation and rulemaking concerning transportation security issues.
- Developed and coordinated TSA's legislative agenda and ensured that TSA's legislative "message" was accurately expressed to the Congress.
- Developed national policies, standards/regulations governing aircraft, airport, and air cargo security.
- Developed and coordinated aircraft operator security program changes and amendments to include Emergency Amendments (EA's) and Security Directives (SD's). Developed standards, policies, requirements, and regulations concerning foreign operations that affect the operations of U.S. and foreign air carriers operating out of the U.S.
- Served as policy liaison to TSA/DHS International Affairs regarding aviation security policies and standards that are subject to international negotiations.
- Created and fostered strategic communications with the private sector to enhance the primary mission of the agency and the Department.
- Identified emerging trends/vulnerabilities that require policy for surface transportation security.

- Communicated closely with aviation stakeholders to effectively communicate agency decisions and applicable security measures.
- Maintained **TOP SECRET–Sensitive Compartmented Information (SCI)** Clearance.

**U.S. Senator Chuck Hagel**

*Legislative Assistant (December 2000 – March 2002)*  
*Deputy Legislative Assistant (December 1999 – December 2000)*  
*Legislative Correspondent (June 1999 – December 1999)*

*June 1999 – March 2002*  
*Washington, DC*

- Provided counsel and legislative initiatives regarding transportation, including aviation, highway, railroad and appropriations; taxes; telecommunications; campaign finance reform; small business issues; government reform; economic development; and judiciary issues.

**U.S. Senator Phil Gramm**

*Staff Assistant*

*January 1999 – May 1999*  
*Washington, DC*

## **HONORS AND ACTIVITIES**

- Recipient of the United States Secretary of Transportation September 11<sup>th</sup> Service Medal (February 2003)
- Recipient of the Transportation Security Administration’s “Transportation Security” Silver Medal (November 2003)
- 5 time Ironman triathlete

## **EDUCATION**

**Villanova University**

Master Certificate in Government Contract Management

(b)(6)

**Naval War College**

Selected courses in National Security Studies

(b)(6)

**Southern Methodist University – Dallas, TX**

B.A. History, Magna Cum Laude

(b)(6)

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>WOLF, CHAD F</b>				2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>07/09/17</b>			
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>						
5-A. Code <b>546</b>		5-B. Nature of Action <b>CONV TO SES NONCAREER APPT</b>			6-A. Code		6-B. Nature of Action				
5-C. Code <b>V4L</b>		5-D. Legal Authority <b>5 USC 3394(A) NONCAR</b>			6-C. Code		6-D. Legal Authority				
5-E. Code <b>AWM</b>		5-F. Legal Authority			6-E. Code		6-F. Legal Authority				
7. FROM: Position Title and Number <b>CHIEF OF STAFF 90685729 025622</b>					15. TO: Position Title and Number <b>DEPUTY CHIEF OF STAFF 90765011 066541</b>						
8. Pay Plan <b>SW</b>		9. Occ. Code		10. Grade or Level <b>01</b>		11. Step or Rate		12. Total Salary		13. Pay Basis	
12A. Basic Pay		12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		16. Pay Plan <b>ES</b>		17. Occ. Code <b>0301</b>	
18. Grade or Level <b>00</b>		19. Step or Rate <b>00</b>		20. Total Salary/Award <b>179,700.00</b>		21. Pay Basis <b>PA</b>		20A. Basic Pay <b>179,700.00</b>		20B. Locality Adj. <b>.00</b>	
20C. Adj. Basic Pay <b>179,700.00</b>		20D. Other Pay <b>.00</b>		22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec</b>							
14. Name and Location of Position's Organization <b>TRANSPORTATION SECURITY ADMINISTRATION ASSISTANT SECRETARY</b>					HS OS0101000000000000 PP 14 2017						
<b>EMPLOYEE DATA</b>											
23. Veterans Preference <b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%				24. Tenure <b>0</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite				25. Agency Use		26. Veterans Preference for RIF <b>YES X NO</b>	
27. FEGLI <b>C0 BASIC</b>				28. Annuitant Indicator <b>9 NOT APPLICABLE</b>				29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>			
30. Retirement Plan <b>KF FERS (FRAE)</b>				31. Service Comp. Date (Leave) <b>08/10/13</b>		32. Work Schedule <b>F FULL TIME</b>				33. Part-Time Hours Per Biweekly Pay Period	
<b>POSITION DATA</b>											
34. Position Occupied <b>3</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status <b>8888</b>	
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>							
40. Agency Data		41.		42.		43.		44.			
45. Remarks VETERAN PREFERENCE IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE. APPOINTMENT AFFIDAVIT EXECUTED 1/20/17 OPF MAINTAINED BY DHS-HQ. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. TENURE AS USED FOR 5 USC 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.											
46. Employing Department or Agency <b>HOMELAND SECURITY</b>						50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY (b)(6)</b> <b>EXECUTIVE DIRECTOR, HRMS</b>					
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>07/18/17</b>							



**FRANK E. WUCO**

(b)(6)

**Profile**

35 years professional experience with emphasis on intelligence-operations integration in challenging and varied environments. Founder of U.S. Central Command Red Team, 2006, focusing ; Islam; Islamic Extremism and Jihad; MidEast/N. Africa; Balkans; Far East; HUMINT Intelligence Collection; Counter-Terrorism; Counter-Drug; Special Operations Intelligence. Enjoys strong reputation within the U.S. Intelligence Community. Experienced professional speaker. Multi-discipline intelligence, security, Business Development and Capture Management consulting. Support to numerous capture and technical solutions architecture efforts for large and small defense contracting firms, worth \$100's of millions, including 2013 win for Lockheed Martin on the U.S. Army's ARL-M contract and 2015 ISIS Counter-Threat Finance contract. Role Play Intelligence Training support to TRADOC, Combined Arms Center, University of Foreign Military Studies, Ft. Leavenworth, KS.

**Professional Experience****May 2016-Present - ECS Corporation**

Site Lead, Tampa, FL for accounts at USCENTCOM and USSOCOM. Oversee Berber Hunter Social Media analysis toolkit at USSOCOM and Fixed Focus secure imagery and file repository on the Secure Unclassified Network (SUNet). Business Development ISO two large business contract vehicles at USSOCOM.

**2007-Present - Red Mind Solutions, Inc.**

CEO/Founder, Software Development, Healthcare Utilization Management. Transitioned powerful data-mapping/mining, analytics, and reporting software from the Defense and Intelligence communities, to the civilian healthcare management community.

**Oct 2010-May 2012 - Celestar Corporation Strategic Programs Business Capture Manager**

Business opportunity capture, large federal joint strategic and intelligence contracts

Designed technical solutions and teams of large and small companies to solve complex requirements of large federal contracts as a Prime or Sub-Prime Contractor

Coordinated and led Proposal Color Teams and integrating their outcomes

Responsible for all manner of technical writing and proposal development throughout the bid process, including facilitating writing assignments of subs and execution of daily stand-up calls

Led capture effort of Celestar Corporation's largest contract award in the company's history: \$157-million IDIQ contract at JIEDDO (JIEDDO Directed Analysis Support Services (DASS))

**July 2008-Present - Radio, On-Air Talent**

July 2008-Sep 2010 - Host, Neet to Know! with Frank Wuco. Salem Communications 860 WGUL Tampa

July 2011-August 2013 - Host, The Frank Wuco Radio Show. Clear Channel Media+Entertainment 970 WFLA Tampa (The #1 Talk Radio Station in Florida; #2 in the Southeast U.S.)

**Mar-Oct 2010 - United States Central Command (Contractor Celestar Corp)**

USCENTCOM Interagency Action Group Al-Qaeda Senior Leadership Targets Ops Coordinator.

Interagency Coordination Actions, Activities, and Operations targeting Threat Finance, International Crimes, Counter-NarcoTerror and Information Operations

**2006-2010 - United States Central Command (Contractor iBASEt, DIA Civilian)**

USCENTCOM Red Team. Sr. Analyst. Deputy Team Chief, and Team Chief

Developed USCENTCOM Red Team best practices across all DoD Red Team disciplines

Founded USCENTCOM's first ever J2 Red Team; recognized DoD Red Team expert; helped establish USCENTCOM Red Team as the #1 Red Team in DoD according to graded assist visits by U.S. Joint Forces Command and OUSD-I

Trained initial cadre and trained/integrated all contract Red Team personnel

Trained all inbound USCENTCOM personnel on the topic of Islamic extremism, Jihad; training provided to over 3,000 personnel to date; given in first-person role-play, indepth format

**2005-2006 - United States Central Command (Civilian Contractor)**

Booz|Allen|Hamilton Associate Level III

Assisted in developing UCENTCOM's Counter-Threat Finance Division

Developed web-based HUMINT portal in support of the Threat Finance Exploitation UnitIntelligence-

Operations integration planning for Improvised Explosive Device (IED) network. Developed Asymmetric Weapons Defense Intel Team (AWDIT) Concept of Operations

**2004-2005 - Special Operations Command Central, Tampa, FL (Civilian Contractor)**

Senior Advisor to the Director of Intelligence Advised Director on operational effectiveness of theater Special Operations Forces intelligence activities

Synchronized efforts of seven separate intelligence functions, maximizing productivity

Personally developed training and integration program for all newly arriving officers

Founded and led SOCCENT's first ever Red Cell. Directed and produced several unconventional analysis papers. Widely received and praised by the national intelligence community as innovative, provocative and extremely useful for crystallizing thought and strategic direction. Many still in use today.

Conducted extensive Red Cell liaison with CIA, Department of Homeland Security, National Security Agency, U.S. Central Command, and U.S. Special Operations Command

**2001-2004 - Special Operations Command Central, Tampa, FL (Military)**

Deputy Director of Intelligence for Operations

Led and managed over 120 personnel, directing the day-to-day activities of all intelligence functions for SOF in the CENTCOM AOR during Operations Enduring Freedom and Iraqi Freedom

Managed intelligence systems and communications architecture

On critically short timeline, established cell for counter-terror intelligence operations in a country on the Arabian Peninsula. Efforts of this cell resulted in neutralizing seven al-Qaeda operatives

Drafted numerous Statements of Work, Requests for Proposal, and engaged in contract and funding negotiations with USSOCOM, successfully acquiring numerous new contract positions

**1999-2001 - Joint Interagency Task Force East**

Deputy Chief, Tactical Support Branch

Chief, Intelligence Watch Operations

Led 35 person analytical center; responsible for case development in support of DoD and law enforcement agencies engaged in international counter-drug operations throughout Latin America and the Caribbean

Revamped training & reporting procedures for intelligence operations.

**1996-1999 - Commander, U.S. SIXTH Fleet**

Intelligence Collection Manager

Managed all aspects of naval intelligence collection for European and NATO Commander's Southern Region, including Signals, Imagery, and Human Intelligence, to include sensitive mission support

Supported crisis operations in Albania, Zaire, and Kosovo

**1994-1996 - Naval Liaison Group/Field Operating Base, Naples Italy**

Commanding Officer

Led sensitive Human Intelligence (HUMINT) collection and reporting activities throughout Southern and Eastern Europe, the Middle East, and North Africa

Commanded 27 British and U.S. case officers engaged in sensitive intelligence operations against Bosnia's warring factions

**1992-1994 - Office of Naval Advisor, Berlin Germany**

Commanding Officer

Led 15 civilian and military personnel, including 13 multi-national civilians. Unit engaged in sensitive Human Intelligence (HUMINT) collection and reporting activities. Conducted high level liaison with British, German, and French intelligence agencies

Unique systems architecture innovation resulted in 200% increase in reporting of foreign shipping activity

**1990-1992 - Fleet Air Reconnaissance Squadron 5 (VQ-5)**

Intelligence Department Head

First Intelligence Officer assigned to Navy's first ES-3A squadron; Carrier-deployable, multi-sensor signals intelligence collection aircraft. Built intelligence department from ground up

**1987-1989 - SEAL Team 1: Intelligence Department Head**

**1987-1989 - USS Fox (Guided Missile Cruiser 33): Ship's Intelligence Specialist**

**1984-1987 - Commander in Chief, U.S. Naval Forces Europe/Fleet Ocean Surveillance Information Center (London, UK): Assistant Intelligence Watch Officer; Pol-Mil Analyst**

**1982-1984 - Commander, Carrier Group FIVE: Naval Intelligence Specialist aboard aircraft carriers USS CORAL SEA (CV-41), USS MIDWAY (CV-43), and USS CARL VINSON (CVN-70)**

**Education**

Bachelor of Science in Liberal Studies- University of the State of New York

**Security Clearance**

(b)(6)

**Languages**

German, Italian

**References Available Upon Request**



# SHUWASKI A. YOUNG

(b)(6)

## PROFESSIONAL EXPERIENCE

- Campaign Administrator**, Union Presbyterian Seminary (UPSEAM), Richmond, Virginia **January 2013 – Present**
- Managed implementation of strategies and solicitations for UPSEAM's \$75 million capital campaign.
  - Created strategic plan for increased major donor participation.
  - Developed tactics in support of programmatic needs.
  - Created processes for identifying and soliciting new major donors.
    - Created target donor lists
    - Planned and managed key donor events
    - Developed and managed quality control reporting systems
  - Supervised donor solicitations within the Office of Advancement.
  - Advised Seminary President, Board of Trustees, and other Seminary leaders in advancing campaign goals and objectives.
  - Created fundraising materials and collateral material that will resonate with major donors.
- Field Organizer**, Organizing for America - Nevada, Las Vegas, Nevada **May 2012 – November 2012**
- Created, trained, and supervised two neighborhood volunteer teams empowered for the civil purpose to re-elect the President of the United States.
  - Planned, launched, and managed paid canvass program with 190 canvassers to increase GOTV capacity during Presidential General Election.
  - Organized events while empowering volunteers to execute their own events in their communities in support of President Barack Obama.
  - Managed and oversaw voter registration activities in East Las Vegas with created neighborhood volunteer teams.
- Spring Organizing Fellowship**, Obama for America – Alabama, Mobile, Alabama **February 2012 – May 2012**
- Developed and maintained positive working relationships with municipal, county, and state officials.
  - Held one-on-one meetings with potential volunteers and college campus organizers.
  - Engaged new voters by organizing voter registration drives at community events.
  - Executed digital strategy using social networks to amplify campaign messaging.
  - Recruited, coached, and developed local and campus volunteer teams.
  - Managed Mobile County Headquarters during hours of operations for campaign activities.
- Educational Counselor**, ITT Technical Institute, Mobile, Alabama **July 2011 – February 2012**
- Directly facilitated the entry experience and educational development of adult and high school prospective students.
  - Negotiated educational opportunity costs to prospective students' decision-making process.
  - Coordinated and conducted interviews, multimedia presentations and tours for prospective students.
- Residential/Small Business Home Security Representative**, ADT Security Services, Inc., Mobile, Alabama **November 2010 – July 2011**
- Solicited company products and services to residential homeowners and small business companies.
  - Planned and organized sale schemes to increase company exposure.
  - Demonstrated high level expertise in product knowledge and services.
  - Identified prospects utilizing creative lead generated techniques.
  - Presented sales presentations and proposals to prospects, identifying positive features and advantages of company products and services over those of the competition.
- Night Auditor**, Fairfield Inn and Suites by Marriott, Mobile, Alabama **April 2009 – October 2010**
- Performed auditing procedures of all hotel expenditures, purchasing, and credits payable.
  - Balanced all departmental accounts and resolved all outstanding accounts payable to property.
  - Communicated with outside vendors to troubleshoot and resolve accounting system errors.
  - Managed and resolved on-site customer complaints.
- Director of Marketing and Training**, Mississippi Secretary of State's Office, Jackson, Mississippi **August 2007 – December 2009**
- Oversew development strategies and management of elections training programs and curriculum for state public officials for election trainings certified by the Mississippi Secretary of State.
  - Developed outreach tactics for media and press releases for two divisions (i.e., Elections and Education and Publications).
  - Organized and managed training sessions on elections procedures on behalf of the Secretary of State's Office and Attorney General's Office for the eighty-two counties in Mississippi embodying 410 Election Commissioners.

**Intern, Public Lands Division**, Mississippi Secretary of State's Office, Jackson, Mississippi

**November 2006 – August 2007**

- Assisted in the day-to-day sales, closings, and follow-ups of Mississippi tax forfeited properties within eighty-two counties; to include, but not limited to working with applicants, chancery clerks, and/or tax assessors.
- Entered incoming applications for the purchase of tax-forfeited properties; to include, but not limited to working with applicants, chancery clerks, and/or tax assessors.
- Trained/orientated new intern(s) in the tax forfeited lands department.
- Basic office functions: telephone reception; faxing; data entry; typing; and filing.
- Handled complaints and other assigned duties.

## EDUCATION AND PROFESSIONAL DEVELOPMENT

**Masters of Public Administration**, *18 Hours Completed*

University of South Alabama

- Concentration: Personnel Management

**Masters of Arts, Political Science**, *15 Hours Completed*

Jackson State University

- Concentration: American Politics

**Bachelor of Arts, Political Science** (Senior Honors)

Jackson State University

- Concentration: American Politics

**Associate of Arts, Business Administration**

East Central Community College

➤ SIFE Leadership Award Recipient

(b)(6)

Mobile, Alabama

(b)(6)

Jackson, Mississippi

**Degree Conferred** (b)(6)

Jackson, Mississippi

**Degree Conferred** (b)(6)

Decatur, Mississippi

**Organizing for Action, National Alumni Trainer**

**August 2013 – Present**

- Facilitating earned media, fundraising and adult learning theory modules for state coordinators and volunteers nationwide in support of President Barack Obama's agenda.

**Democratic Congressional Campaign Committee - Finance Staff Training**

**May 2014**

- Continued professional development towards learning newest and most relevant fundraising tactics with focus in campaign fundraising for the 2014 congressional elections.

**Democratic Congressional Campaign Committee - Communications Director Training**

**August 2014**

- Continued professional development towards learning newest and most relevant communications tactics with focus in campaign communications for the 2014 congressional elections.

## SKILLS

**VAN; Microsoft Office Suite; STATA; Raiser's Edge**

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>YOUNG, SHUWASKI A</b>					2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>12/29/14</b>				
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>								
5-A. Code <b>170</b>		5-B. Nature of Action <b>EXC APPT</b>			6-A. Code		6-B. Nature of Action						
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3311</b>			6-C. Code		6-D. Legal Authority						
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority						
7. FROM: Position Title and Number					15. TO: Position Title and Number <b>EXTERNAL ENGAGEMENT COORDINATOR 90594728 057526</b>								
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan <b>GS</b>	17. Occ. Code <b>0301</b>	18. Grade or Level <b>12</b>	19. Step or Rate <b>01</b>	20. Total Salary/Award <b>75,621.00</b>	21. Pay Basis <b>PA</b>	
12A. Basic Pay		12B. Locality Adj. <b>.00</b>	12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>60,877.00</b>		20B. Locality Adj. <b>14,744.00</b>		20C. Adj. Basic Pay <b>75,621.00</b>		20D. Other Pay <b>.00</b>
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of Public Affairs  HS OS0107000000000000 PP 26 2014</b>								
<b>EMPLOYEE DATA</b>													
23. Veterans Preference <b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%					24. Tenure <b>3</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF <b>YES X NO</b>			
27. FEGLI <b>C0 BASIC</b>					28. Annuitant Indicator <b>9 NOT APPLICABLE</b>			29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>					
30. Retirement Plan <b>KF FERS (FRAE)</b>			31. Service Comp. Date (Leave) <b>12/29/14</b>		32. Work Schedule <b>F FULL TIME</b>			33. Part-Time Hours Per Biweekly Pay Period					
<b>POSITION DATA</b>													
34. Position Occupied <b>2</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved			35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status <b>8888</b>					
38. Duty Station Code <b>11-0010-001</b>			39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>										
40. Agency Data		41.		42.		43.		44.					
45. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. APPOINTMENT AFFIDAVIT EXECUTED 12/29/14. WELCOME TO THE DEPARTMENT OF HOMELAND SECURITY. FROZEN SERVICE: 00YRS. 00MOS. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: NEVER COVERED. OPF MAINTAINED BY DHS-HQ. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS OR FERS-RAE. FEDERAL EMPLOYEES' HEALTH BENEFITS (FEHB): YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ENROLL. SEND YOUR COMPLETED SF-2809 TO <b>(b)(6)</b> TO COMPARE PLANS AND GET MORE INFORMATION, VISIT WWW.OPM.GOV/INSURE FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI): YOU ARE AUTOMATICALLY ENROLLED IN BASIC COVERAGE. YOU HAVE 60 *** REMARKS CONTINUED ON THE NEXT PAGE ***													
46. Employing Department or Agency <b>HOMELAND SECURITY</b>					50. Signature/Authentication and Title of Approving Official E/S BY: <b>(b)(6)</b> <b>EXECUTIVE DIRECTOR, HRMS</b>								
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>01/07/15</b>									



## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>YOUNG, SHUWASKI A</b>				2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>12/29/14</b>					
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>								
5-A. Code <b>170</b>		5-B. Nature of Action <b>EXC APPT</b>			6-A. Code		6-B. Nature of Action						
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3311</b>			6-C. Code		6-D. Legal Authority						
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority						
7. FROM: Position Title and Number					15. TO: Position Title and Number <b>EXTERNAL ENGAGEMENT COORDINATOR 90594728 057526</b>								
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan <b>GS</b>	17. Occ. Code <b>0301</b>	18. Grade or Level <b>12</b>	19. Step or Rate <b>01</b>	20. Total Salary/Award <b>75,621.00</b>	21. Pay Basis <b>PA</b>	
12A. Basic Pay		12B. Locality Adj. <b>.00</b>	12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>60,877.00</b>		20B. Locality Adj. <b>14,744.00</b>		20C. Adj. Basic Pay <b>75,621.00</b>		20D. Other Pay <b>.00</b>
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of Public Affairs</b>								
					<b>HS OS0107000000000000 PP 26 2014</b>								
<b>EMPLOYEE DATA</b>													
23. Veterans Preference <b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%					24. Tenure <b>3</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF <b>YES X NO</b>				
27. FEGLI <b>C0 BASIC</b>					28. Annuitant Indicator <b>9 NOT APPLICABLE</b>				29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>				
30. Retirement Plan <b>KF FERS (FRAE)</b>			31. Service Comp. Date (Leave) <b>12/29/14</b>		32. Work Schedule <b>F FULL TIME</b>				33. Part-Time Hours Per Biweekly Pay Period				
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34. Position Occupied <b>2</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved			35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status <b>8888</b>				
38. Duty Station Code <b>11-0010-001</b>			39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>										
40. Agency Data		41.		42.		43.		44.					
45. Remarks *** REMARKS CONTINUED *** DAYS FROM THE DATE OF HIRE TO ELECT OPTIONAL COVERAGE. SEND YOUR COMPLETED SF-2817 TO <b>(b)(6)</b> TO GET MORE INFORMATION AND USE THE FEGLI CALCULATOR, VISIT <a href="http://WWW.OPM.GOV/INSURE/LIFE">HTTP://WWW.OPM.GOV/INSURE/LIFE</a> . FLEXIBLE SPENDING ACCOUNT (FSA): YOU HAVE 60 DAYS FROM THE DATE OF HIRE BUT NO LATER THAN OCT 1ST TO ENROLL IN A HEALTH CARE OR DEPENDENT CARE FSA. IF HIRED ON/AFTER OCT 1ST YOU WILL BE ELIGIBLE TO ENROLL DURING THE FSA OPEN SEASON. TO GET MORE INFORMATION AND ENROLL ONLINE, VISIT <a href="http://WWW.FSAFED.COM">WWW.FSAFED.COM</a> . ONLINE ENROLLMENT IS MANDATORY. FEDERAL DENTAL AND VISION PROGRAM (FEDVIP): YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ENROLL IN A SUPPLEMENTAL DENTAL AND/OR VISION PLAN. TO GET MORE INFORMATION AND ENROLL ONLINE, VISIT <a href="http://WWW.BENEFEDS.COM">WWW.BENEFEDS.COM</a> ONLINE *** REMARKS CONTINUED ON THE NEXT PAGE ***													
46. Employing Department or Agency <b>HOMELAND SECURITY</b>					50. Signature/Authentication and Title of Approving Official <b>E/S BY: (b)(6)</b> <b>EXECUTIVE DIRECTOR, HRMS</b>								
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>01/07/15</b>									

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>YOUNG, SHUWASKI A</b>					2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>12/29/14</b>		
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>						
5-A. Code <b>170</b>		5-B. Nature of Action <b>EXC APPT</b>			6-A. Code		6-B. Nature of Action				
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3311</b>			6-C. Code		6-D. Legal Authority				
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority				
7. FROM: Position Title and Number					15. TO: Position Title and Number <b>EXTERNAL ENGAGEMENT COORDINATOR 90594728 057526</b>						
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis	
<b>GS</b>		<b>0301</b>		<b>12</b>		<b>01</b>		<b>75,621.00</b>		<b>PA</b>	
12A. Basic Pay		12B. Locality Adj. <b>.00</b>		12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>60,877.00</b>		20B. Locality Adj. <b>14,744.00</b>	
								20C. Adj. Basic Pay <b>75,621.00</b>		20D. Other Pay <b>.00</b>	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of Public Affairs</b>						
					<b>HS OS0107000000000000 PP 26 2014</b>						
<b>EMPLOYEE DATA</b>											
23. Veterans Preference <b>1</b> 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					24. Tenure <b>3</b> 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF <b>YES X NO</b>		
27. FEGLI <b>C0 BASIC</b>					28. Annuitant Indicator <b>9 NOT APPLICABLE</b>			29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>			
30. Retirement Plan <b>KF FERS (FRAE)</b>				31. Service Comp. Date (Leave) <b>12/29/14</b>		32. Work Schedule <b>F FULL TIME</b>			33. Part-Time Hours Per Biweekly Pay Period		
<b>POSITION DATA</b>											
34. Position Occupied <b>2</b> 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status <b>8888</b>		
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>							
40. Agency Data		41.		42.		43.		44.			
45. Remarks *** REMARKS CONTINUED *** ENROLLMENT IS MANDATORY. THRIFT SAVINGS PLAN (TSP): YOU ARE ELIGIBLE TO CONTRIBUTE TO TSP. YOU ARE AUTOMATICALLY ENROLLED AT THE RATE OF 3%. TO INCREASE OR DECREASE YOUR CONTRIBUTION AMOUNT, COMPLETE A TSP-1 AND SEND IT TO <b>(b)(6)</b> FERS EMPLOYEES ONLY: YOU WILL IMMEDIATELY RECEIVE AN AGENCY AUTOMATIC CONTRIBUTION OF 1% OF YOUR PAY AND QUALIFY FOR UP TO 4% MATCHING. TO GET INFORMATION, VISIT WWW.TSP.GOV/FORMS/TSPBK08.PDF FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP) YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO APPLY FOR COVERAGE USING THE ABBREVIATED UNDERWRITING APPLICATION. TO GET MORE INFORMATION AND APPLY ONLINE, VISIT WWW.LTCFEDS.COM. YOU MAY APPLY ONLINE OR DOWNLOAD AN APPLICATION.											
46. Employing Department or Agency <b>HOMELAND SECURITY</b>					50. Signature/Authentication and Title of Approving Official E/S BY: <b>(b)(6)</b> <b>EXECUTIVE DIRECTOR, HRMS</b>						
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>01/07/15</b>							

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>ZABKO, JOHN G</b>				2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>02/26/12</b>															
<b>FIRST ACTION</b>				<b>SECOND ACTION</b>																			
5-A. Code <b>542</b>		5-B. Nature of Action <b>CONV TO SES CAREER APPT</b>				6-A. Code		6-B. Nature of Action															
5-C. Code <b>V2M</b>		5-D. Legal Authority <b>5 USC 3393</b>				6-C. Code		6-D. Legal Authority															
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority															
7. FROM: Position Title and Number <b>GEN ENGR</b>  <b>90175983 018649</b>						15. TO: Position Title and Number <b>ASSISTANT DIRECTOR, ARCHITECTURE AND P</b> <b>90401877 033103</b>																	
8. Pay Plan <b>GS</b>		9. Occ. Code		10. Grade/Level <b>15</b>		11. Step/Rate <b>06</b>		12. Total Salary <b>144,385.00</b>		13. Pay Basis <b>PA</b>		16. Pay Plan <b>ES</b>		17. Occ. Code <b>0801</b>		18. Grade/Level <b>00</b>		19. Step/Rate <b>00</b>		20. Total Salary/Award <b>158,823.00</b>		21. Pay Basis <b>PA</b>	
12A. Basic Pay <b>116,233.00</b>		12B. Locality Adj. <b>28,152.00</b>		12C. Adj. Basic Pay <b>144,385.00</b>		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>158,823.00</b>		20B. Locality Adj. <b>.00</b>		20C. Adj. Basic Pay <b>158,823.00</b>		20D. Other Pay <b>.00</b>									
14. Name and Location of Position's Organization												22. Name and Location of Position's Organization <b>OFF OF DOMESTIC NUCLEAR DETECTION OFF</b> <b>OFFICE OF THE DIRECTOR</b> <b>ASST DIR, SYS ENG &amp; ARCHTCT</b> <b>SYSTEMS ARCHITECTURE</b>  <b>HS IA0103020000000000 PP 05 2012</b>											
<b>EMPLOYEE DATA</b>														24. Tenure		25. Agency Use		26. Veterans Preference for RIF					
23. Veterans Preference <b>6</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%														0 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite				X YES NO					
27. FEGLI <b>C0 BASIC</b>												28. Annuitant Indicator <b>9 NOT APPLICABLE</b>				29. Pay Rate Determinant <b>0</b>							
30. Retirement Plan <b>K FERS AND FICA</b>						31. Service Comp. Date (Leave) <b>07/29/93</b>				32. Work Schedule <b>F FULL TIME</b>				33. Part-Time Hours Per Biweekly Pay Period									
<b>POSITION DATA</b>												35. FLSA Category <b>E</b> E - Exempt N - Nonexempt				36. Appropriation Code				37. Bargaining Unit Status <b>8888</b>			
34. Position Occupied <b>4</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved						38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>													
40. Agency Data		41.		42.		43.		44.															
45. Remarks <b>HEALTH BENEFITS COVERAGE CONTINUES.</b> <b>VETERAN PREFERENCE IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.</b> <b>SUBJECT TO SATISFACTORY COMPLETION OF 1-YEAR SES PROBATIONARY PERIOD</b> <b>BEGINNING 02-26-2012.</b> <b>FROZEN SERVICE: 00YRS. 00MOS.</b> <b>CREDITABLE MILITARY SERVICE: 00YRS. 00MOS.</b> <b>PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED BY FERS.</b> <b>EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS.</b> <b>EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER</b> <b>18 U.S.C. 207(C).</b> <b>TENURE AS USED FOR 5 USC 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE</b> <b>SERVICE.</b>																							
46. Employing Department or Agency <b>HOMELAND SECURITY</b>												50. Signature/Authentication and Title of Approving Official E/S BY: <b>(b)(6)</b> <b>EXECUTIVE DIRECTOR, HRMS</b>											
47. Agency Code <b>HS IA</b>		48. Personnel Office ID <b>5500</b>				49. Approval Date <b>03/14/12</b>																	



## JESSICA R. WILSON

(b)(6)

### PROFESSIONAL PROFILE

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Bilingual international programs coordinator, specializing in program evaluation and analysis. Experienced in leading and collaborating with diverse international teams, development, conflict resolution and data analytics. Proven talent for analyzing problems, developing and simplifying procedures, and finding innovative solutions within multilateral organization.

#### Core Competencies

Program Design and Development  
External Relations & Community Outreach  
Policy Research and Analysis

Negotiation and Advocacy  
Program Evaluation  
Strategic Planning

### PROFESSIONAL WORK EXPERIENCE

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#### Development Coordinator International Rescue Committee

August 2014-Present  
San Diego, CA

- Lead implementation of recommendations based on needs assessment conducted during first three months to evaluate the quality and impact of refugee training services
- Partner with community organizations and internal departments to research potential job markets and create tools to measure and evaluate program efficiency for Iraqi and Somali refugees
- Manage projects from pre-planning to execution and follow-up, designing objectives, budgets, teaching courses and evaluation of program outcomes

#### Administrative Assistant Tufts University Institute for Global Leadership

Sep. 2011-May 2014  
Boston, MA

- Provide support to Senior Director by scheduling meetings, reserving and preparing spaces, and coordinating logistics for weekly meetings
- Liaise with other internal staff for event planning, coordination of venues, and organization of domestic and international trips for senior staff

#### Cost Analysis & Program Evaluation Intern United States Department of Defense

July 2013-August 2013  
Washington, DC

- Analyze and evaluate plans, programs, and budgets in relation to U.S. defense objectives, allied contributions, estimated costs, and resource constraints
- Provide leadership in developing and promoting improved analytical tools and methods for analyzing the MOX program planning and allocation of resources
- Conduct 15+ qualitative stakeholder interviews and analyzed national survey results on MOX plants in the U.S. and Russia
- Review organizational processes and impact data on MOX plants and presented recommendations to senior staff; suggestions approved for implementation

#### Business Development Intern CID Consulting

June 2012-August 2012  
Cairo, Egypt

- Serve in the business development office researching potential projects, writing proposals and editing contracts; focused on the analytical preparation of potential growth strategies for the firm
- Research development phases of a model for a multi-million dollar USAID grant highlighting youth unemployment in Egypt by assessing objectives, budgets and M&E

### EDUCATION

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#### Tufts University--Boston Massachusetts

Bachelor of Arts, International Relations; Concentration in Middle East and North Africa  
Bachelor of Arts, Arabic Language and Literature

(b)(6)

**Arabic Language Institute of American University--Cairo, Egypt**

(b)(6)

Certificate in Advanced Modern Standard Arabic

**Fellowships and Awards:** Charles Schwab Foundation for Social Entrepreneurship Academic and Community Engagement Fellow Wendell Phillips Award-Commencement Address Speaker National Association for Independent Schools Fellowship

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**RELEVANT SKILLS**

Technology: Proficient in Microsoft Office (Word, Excel, Outlook and PowerPoint); ETO Software

Language: Fluent in Spoken and Written Arabic (Egyptian, Modern Standard Arabic)

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>WONNENBERG, DAVID</b>				2. Social Security Number <b>(b)(6)</b>		3. Date of Birth		4. Effective Date <b>07/09/17</b>				
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>							
5-A. Code <b>146</b>		5-B. Nature of Action <b>SES NONCAREER APPT</b>			6-A. Code		6-B. Nature of Action					
5-C. Code <b>V4L</b>		5-D. Legal Authority <b>5 USC 3394(A)</b>			6-C. Code		6-D. Legal Authority					
5-E. Code <b>AWM</b>		5-F. Legal Authority <b>OPM FORM 1652</b>			6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number					15. TO: Position Title and Number <b>DEPUTY ASSISTANT SECRETARY (SENATE) 90765057 066540</b>							
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan <b>ES</b>	17. Occ. Code <b>0301</b>	18. Grade or Level <b>00</b>	19. Step or Rate <b>00</b>	20. Total Salary/Award <b>150,000.00</b>	21. Pay Basis <b>PA</b>
12A. Basic Pay		12B. Locality Adj. <b>.00</b>	12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>150,000.00</b>		20B. Locality Adj. <b>.00</b>	20C. Adj. Basic Pay <b>150,000.00</b>		20D. Other Pay <b>.00</b>
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>IMMEDIATE OFFICE OF THE SECRETARY OSEM Off of Legislative Affairs</b>  <b>HS OS0108000000000000 PP 14 2017</b>							
<b>EMPLOYEE DATA</b>												
23. Veterans Preference <b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%					24. Tenure <b>0</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF <b>YES X NO</b>		
27. FEGLI <b>D0 BASIC-STANDARD</b>					28. Annuitant Indicator <b>9 NOT APPLICABLE</b>			29. Pay Rate Determinant <b>0 NOT APPLICABLE</b>				
30. Retirement Plan <b>K FERS AND FICA</b>			31. Service Comp. Date (Leave) <b>11/22/00</b>		32. Work Schedule <b>F FULL TIME</b>			33. Part-Time Hours Per Biweekly Pay Period				
<b>POSITION DATA</b>												
34. Position Occupied <b>3</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved			35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status <b>8888</b>				
38. Duty Station Code <b>11-0010-001</b>			39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON DIST OF COLUMBIA DC</b>									
40. Agency Data		41.		42.		43.		44.				
45. Remarks VETERAN PREFERENCE IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE. APPOINTMENT AFFIDAVIT EXECUTED 7/10/17. OPF MAINTAINED BY DHS-HQ. FROZEN SERVICE: 00YRS.00MOS. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED. EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. TENURE AS USED FOR 5 USC 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE. ALL INFORMATION SUBJECT TO VERIFICATION UPON RECEIPT OF THE MERGED RECORDS PERSONNEL FOLDER.												
46. Employing Department or Agency <b>HOMELAND SECURITY</b>					50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: (b)(6)</b> <b>EXECUTIVE DIRECTOR, HRMS</b>							
47. Agency Code <b>HS OS</b>		48. Personnel Office ID <b>5500</b>		49. Approval Date <b>07/18/17</b>								